

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank/Company Name]
[Attn: Customer Service/Account Closure Department]
[Company Address]
[City, State, Zip Code]

Subject: Request for Account Closure

Dear [Customer Service/Account Closure Department],

I am writing to formally request the closure of my account with
[Bank/Company Name]. Please find my account details below:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

I would like to confirm that I have settled any outstanding charges and have no pending transactions. Please process this request at your earliest convenience and send me written confirmation once my account has been closed.

Thank you for your assistance.

Sincerely,
[Your Name]