

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

Subject: Request to Close Bank Account

Dear [Bank Manager's Name or "Customer Service"],

I am writing to formally request the closure of my bank account with [Bank Name]. Below are the details of my account:

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

Please confirm that my account is closed and any remaining balance is either sent to my address or transferred to another account.

I appreciate your assistance in this matter. If you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]