

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

Subject: Request for Closure of Bank Account

Dear [Bank's Customer Service/Branch Manager's Name],

I hope this message finds you well. I am writing to formally request the closure of my bank account with [Bank's Name], account number [Your Account Number].

Please ensure that any remaining balance is transferred to my designated account at [New Bank's Name/Your Account Details] or issued to me in the form of a check.

I would appreciate it if you could confirm the closure of my account and provide me with a written confirmation once the process is complete.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]