

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

The Branch Manager

JK Bank

[Branch Address]
[City, State, Zip Code]

Subject: Request for Account Closure

Dear Sir/Madam,

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

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

Please process my request and transfer any remaining balance to the following account:

- Account Holder Name: [Name of the Receiving Account Holder]
- Account Number: [Receiving Account Number]
- Bank Name: [Receiving Bank Name]

I would appreciate your prompt assistance in closing my account and providing me with a written confirmation once the account has been successfully closed.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]