

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Account Closure Request

Dear [Bank Manager's Name],

I hope this letter finds you well. 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]
- Type of Account: [e.g., Checking/Savings]

Please process this request at your earliest convenience. I would appreciate a written confirmation once my account has been closed. If there are any remaining funds, kindly arrange for them to be transferred to my [new account/indicate how you want funds handled].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]