

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

The Branch Manager

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

Subject: Request for Closure of NRE Account

Dear Sir/Madam,

I am writing to request the closure of my Non-Resident External (NRE) account held with your bank. Below are the details of my account:

Account Holder Name: [Your Name]

Account Number: [Your NRE Account Number]

Date of Account Opening: [Date of Opening]

Due to [brief reason for closure, e.g., returning to home country, no longer needing the account], I kindly request you to process the closure of my NRE account at your earliest convenience.

Please let me know if there are any documents or further information required to process this request. I would appreciate receiving a confirmation of the account closure once it has been completed.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]