

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

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

Subject: Request for Closure of NRI Account

Dear [Branch Manager's Name],

I am writing to formally request the closure of my Non-Resident Indian (NRI) account with the account number [Your Account Number].

I have decided to close this account due to [brief reason for closure, if you wish to include]. I kindly request you to process this closure at your earliest convenience.

Please transfer any remaining balance in my account to the following account:

[Account Name]
[Bank Name]
[Account Number]
[IFSC Code]

I have enclosed the necessary documents, including my identification and account closure form.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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