

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

Customer Service

QNB Bank

[Bank's Address]  
[City, State, Zip Code]

Subject: Closure of Bank Account

Dear QNB Bank Customer Service,

I am writing to formally request the closure of my bank account with QNB.

Below are my account details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [e.g., Checking/Savings]

Please confirm that the account has been closed and provide me with a closing statement along with any remaining balance transfer instructions.

I appreciate your assistance in this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]