

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

RBC Bank

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

Subject: Request for Closure of Bank Account

Dear Customer Service Team,

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

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

Please ensure that any remaining funds in my account are transferred to my designated alternate bank account:

- Account Holder Name: [Your Name]
- Alternate Bank Account Number: [Alternate Account Number]
- Bank Name: [Alternate Bank Name]

I kindly request a confirmation regarding the closure of my account and the transfer of funds. I appreciate your prompt attention to this matter. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]