

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

Wells Fargo Bank  
Customer Service

[Branch Address or PO Box]  
[City, State, ZIP Code]

Subject: Request for Account Closure

Dear Customer Service,

I am writing to request the closure of my Wells Fargo account, with the account number [insert account number].

Please ensure that any remaining balance is transferred to my designated account at [insert details for the receiving bank account or request a check].

Kindly send me a confirmation once my account has been successfully closed.

Thank you for your prompt attention to this matter.

Sincerely,

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