

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

Customer Service

ZFC Bank

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

Subject: Request for Bank Account Closure

Dear Customer Service,

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

- Name on Account: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Checking/Savings]

Please ensure that any remaining balance in the account is transferred to my specified account or issued as a check to the address above.

I request confirmation of the account closure and any final statements that may be required.

Thank you for your assistance.

Sincerely,

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