

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

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

Subject: Request for Zero Balance Account Cancellation

Dear [Bank Manager's Name],

I am writing to formally request the cancellation of my zero balance account with your bank, which is associated with the following details:

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

Due to [reason for cancellation, e.g., changes in financial circumstances, choosing a different bank, etc.], I have decided to close this account. Please process this request at your earliest convenience and confirm the closure of my account.

If there are any remaining formalities or documents required, please let me know. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

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