

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

Subject: Request for Closure of Zero Balance Account

Dear [Bank Manager's Name or Customer Service],

I am writing to request the closure of my savings account with the account number [Your Account Number], which is currently holding a zero balance.

Please consider this letter as my formal request to close the account effective immediately. I would appreciate a written confirmation once the account has been successfully closed.

If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]