

[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],

I hope this letter finds you well. I am writing to request the closure of my bank account with your institution due to its current zero balance.

Account Details:

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

Please initiate the account closure process at your earliest convenience and confirm the closure. I would appreciate a written confirmation once the account is closed.

Thank you for your assistance.

Sincerely,

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