

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

Customer Service

QNB Bank

[Bank Address]  
[City, State, ZIP Code]

Subject: Request for Account Closure

Dear Sir/Madam,

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

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

Please process the closure at your earliest convenience. I request that any remaining balance be transferred to my designated account or issued as a cheque.

Thank you for your assistance.

Sincerely,

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