

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

Subject: Request for Bank Account Closure

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

I hope this letter finds you well. I am writing to request the closure of my bank account with [Bank Name]. Below are the details of my account:

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

Please process the closure of my account as soon as possible and send me a written confirmation once it has been completed. Additionally, please transfer any remaining balance in my account to the following account:

- [New Account Holder Name]
- [New Account Number]
- [Bank Name]

I would like to take this opportunity to thank you for the services provided during my time with [Bank Name]. If there are any forms or additional information required, please let me know.

Thank you for your prompt attention to this matter.

Sincerely,

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