

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

[Bank Manager's Name]
[Bank Name]
[Bank Branch Address]
[City, State, ZIP Code]

Dear [Bank Manager's Name],

Subject: Request for Account Closure

I am writing to request the closure of my bank account with the following details:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

I kindly ask you to process this closure at your earliest convenience. Please confirm the closure of my account and any final transactions or balances that may require my attention.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]