

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

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request for Closing Bank Account

Dear [Branch Manager's Name],

I hope this letter finds you well. I am writing to formally request the closure of my bank account with your institution. Below are the details of my account:

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

The reason for this closure is [briefly explain the reason, e.g., "I am relocating," "I no longer need the account," etc.].

Please confirm the closure of my account and any necessary steps I need to follow. Additionally, I request that you send me a confirmation once the account has been closed.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]