

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

Subject: Bank Account Closure Notification

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

I am writing to formally request the closure of my bank account with
[Bank Name] associated with the account number [Account Number].

Please consider this letter as my official notice for closure, effective
immediately upon your receipt of this request.

I kindly ask you to confirm the closure of my account and provide any
relevant details regarding the final balance and any necessary actions I
need to complete.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]