

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

Dear [Bank Manager's Name],
Subject: Request for Closing Account

I hope this letter finds you well. I am writing to formally request the closure of my account with [Bank Name], with account number [Account Number].

Please ensure that any remaining balance is processed and a final statement is sent to my address. If there are any further requirements or forms that need to be filled out, please let me know.

Thank you for your assistance in this matter.

Sincerely,

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