

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

Subject: Request to Close Bank Account

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

I am writing to request the closure of my bank account with [Bank Name].

The account number is [Your Account Number].

Please process the closure and ensure that any remaining balance is transferred to my designated account or provided through a check.

I would appreciate written confirmation that my account has been closed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]