

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

Subject: Request for Account Closure

Dear [Customer Service Department/Specific Name if known],

I am writing to request the closure of my account with [Bank/Company Name]. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

Please process this request at your earliest convenience and confirm the closure of my account through email or written correspondence. I would appreciate receiving any final statements or documentation needed regarding the closure.

Thank you for your assistance.

Sincerely,

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