

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

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

Subject: Request for Account Closure

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

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

Here are the details of my account:

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

I would appreciate it if you could process this closure at your earliest convenience. Please let me know if you need any further information or documentation from my side.

Additionally, I request that any remaining balance in my account be [indicate how you would like the remaining balance to be handled, e.g., transferred to another account, sent as a check, etc.].

Thank you for your assistance.

Sincerely,

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