

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

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

Subject: Request to Close Bank Account

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

Please process my request at your earliest convenience. I would  
appreciate written confirmation of the account closure and any final  
statements needed to ensure the account is settled.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]