

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

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

Subject: Request for Bank Account Closure

Dear [Bank Manager's Name],

I am writing to formally request the closure of my bank account with [Bank Name]. Below are the details of my account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [e.g., Savings, Checking]

Please process the closure of my account and transfer any remaining balance to my new account at [New Bank Name] (Account Number: [Your New Account Number]).

I kindly ask you to confirm the closure of my account in writing. Please let me know if you require any further information or documentation to complete this process.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]