

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

Subject: Request for Account Termination

Dear [Bank Manager's Name or Customer Service],  
I hope this message finds you well. I am writing to formally request the termination 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: [Checking/Savings]

Please proceed with closing my account effective immediately. I kindly request that you send any remaining balance to my address listed above or through a check to my mailing address.

Additionally, please confirm the closure of my account by [specify a date, if applicable] and provide any necessary documentation to verify this action.

Thank you for your attention to this matter.

Sincerely,

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