

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

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

Subject: Request for Closing Savings Account

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the closure of my savings account with [Bank Name]. My account details are as follows:

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

Please process the closure of my account effective immediately. I would appreciate it if you could send the remaining balance to my address mentioned above or transfer it to my other bank account ([provide details if necessary]).

Thank you for your attention to this matter. Please confirm the closure of my account at your earliest convenience.

Sincerely,

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