

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

Subject: Request for Closure of Bank Account

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

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: [Checking/Savings]

I kindly ask you to transfer any remaining balance to my designated account or issue a check for the remaining amount. I would also appreciate written confirmation of the account closure for my records. Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]