

[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 for Closing Bank Account

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

- Account Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Checking/Savings]

Please ensure that any outstanding transactions are completed, and I would appreciate written confirmation of the account closure.

Additionally, if there are any funds remaining in the account, kindly transfer them to my new account at [New Bank Name] using the following details:

- Account Name: [Your Name]
- Account Number: [Your New Account Number]
- Bank Name: [New Bank Name]
- Routing Number: [New Bank Routing Number]

Thank you for your assistance in this matter. If you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]