

[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],

I hope this letter finds you well. I am writing to formally request the closure of my bank account with [Bank Name] due to my recent relocation.

Account Details:

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

Please ensure that any remaining balance is transferred to my new account at [New Bank Name] with the following details:

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

I would appreciate confirmation of the account closure and any necessary paperwork to finalize this process.

Thank you for your assistance.

Sincerely,
[Your Name]