

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

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

Subject: Request for Account Closure

Dear [Bank's Name] Customer Service,

I am writing to formally request the closure of my bank account with the following details:

Account Holder Name: [Your Full Name]

Account Number: [Your Account Number]

Please consider this letter as my official request for the closure of the account mentioned above. I request you to process this request and provide me with a written confirmation once the account has been successfully closed.

I would also appreciate it if you could confirm that there are no remaining fees or withdrawals pending. Please transfer any remaining balance in the account to my attached alternate account details:

[Alternate Account Details: Bank Name, Account Number]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]