

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

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

Subject: Request for Account Closure

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the closure of my bank account with your institution.

Details of the account are as follows:

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

Please process the closure of my account and transfer any remaining balance to the following account:

- [Name of receiving bank]
- [Account Number of receiving bank]

I would appreciate a written confirmation once my account has been closed. If there are any forms or procedures I need to complete, please let me know at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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