

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

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

Subject: Request to Close Bank Account

Dear [Bank Manager's Name or Customer Service],
I hope this message finds you well. I am writing to formally request the closure of my bank account with [Bank Name]. Below are the details of the account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [e.g., Checking, Savings]

Please process this request and confirm the closure of my account. If there are any remaining balances or final transactions that require my attention, please let me know.

Thank you for your assistance. I appreciate your prompt attention to this matter.

Sincerely,

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