

Date: [Insert Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Request for Bank Account Closure

Dear [Bank Manager's Name],

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

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Branch: [Your Bank Branch]

As of the date of this letter, my account has an outstanding balance of [Outstanding Balance Amount]. Please let me know the necessary steps to clear this balance and proceed with the closure of my account.

I would appreciate your prompt attention to this matter and request a confirmation of the account closure once it has been processed.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]