

[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 am writing to formally request the closure of my bank account with the account number [Account Number]. Unfortunately, due to inactivity, I no longer require this account.

Please transfer any remaining balance in the account to my designated alternate account [Alternate Account Details] and confirm the closure of my account at your earliest convenience.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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