

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 account number [Your Account Number] due to my dissatisfaction with the services provided.

Over the past [duration], I have encountered several issues, including [briefly describe the issues: poor customer service, inconsistent information, fees, etc.]. Despite my attempts to resolve these matters, I have not seen any improvement.

As a result, I have decided to close my account and would appreciate your assistance with this process. Please let me know if there are any forms I need to complete or any specific steps I need to follow.

Thank you for your attention to this matter. I look forward to your prompt response regarding the closure of my account and the remaining balance transfer, if applicable.

Sincerely,
Your Name