

# Bank Account Closure Request

Date: [Insert Date]

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

To,  
The Branch Manager,  
[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

Subject: Request for Closure of Bank Account

Dear Sir/Madam,

I am writing to formally request the closure of my bank account with your esteemed institution due to my relocation to another city. My account details are as follows:

Account Name: [Your Account Name]  
Account Number: [Your Account Number]  
Account Type: [Savings/Current/etc.]

As I will no longer be residing in the area, I kindly ask you to process my account closure at your earliest convenience. Please let me know if there are any formalities or documents required from my side to complete this process.

Thank you for your assistance and support during my association with [Bank Name]. I appreciate the services provided and hope to continue banking with you in the future, should the need arise.

Sincerely,  
[Your Name]