

Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,
The Branch Manager,
[Bank Name]
[Bank 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 institution. My account details are as follows:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Type of Account: [Savings/Current]

I am switching to another bank for personal reasons, and I kindly ask you to close my account effective immediately. Please ensure that any remaining balance is transferred to my new bank account mentioned below:

New Bank Name: [New Bank Name]
New Account Number: [New Account Number]

Additionally, please send me a written confirmation of the account closure for my records.

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

Sincerely,

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