

Bank Account Closure Request

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Bank Name
Bank Branch Address
City, State, ZIP Code

Dear Sir/Madam,

I am writing to formally request the closure of my personal bank account with the account number **XXXXXXXXXX**. I have decided to close this account for personal reasons.

Kindly process the closure of my account and send me a confirmation once it is completed. I would appreciate it if you could also transfer any remaining balance to my other account (details below) prior to closing the account.

Account Number for Transfer: **YYYYYYYYYY**

Thank you for your assistance. Please feel free to contact me at my phone number or email address if you require any further information.

Sincerely,
Your Name