

Bank Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

Customer Service Department

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request the closure of my student bank account with your institution. Below are my account details:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Reason for Closure: [Brief Explanation]

Please let me know if I need to complete any formalities or provide further information to process this request. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]