

[Your Name]

[Your Position]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the closure of the charity account associated with [Charity Name], account number [Account Number]. After careful consideration, the board has decided to close this account as we are restructuring our financial management.

Please let me know the necessary steps to complete this closure, including any forms that need to be filled or additional documentation that may be required. We appreciate your assistance and prompt attention to this matter.

Thank you for your support throughout our time with [Bank Name]. We look forward to your confirmation of the account closure.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Charity Name]