

Account Closure Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Closure of Interest-Bearing Account

Dear [Bank Manager's Name],

I am writing this letter to formally request the closure of my interest-bearing account with account number [Account Number].

The reason for the closure is [brief explanation of the reason, if desired]. I would appreciate it if you could process this request at your earliest convenience and transfer any remaining balance to [Preferred Account or Method of Transfer].

Additionally, please confirm the closure of my account in writing and provide a statement reflecting the final transaction and closure confirmation.

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Name]