

Bank Account Closure Request

Date: [Insert Date]

To,

Branch Manager,
[Bank Name]
[Branch Address]

Subject: Request for Closure of Bank Account Due to Inactivity

Dear Sir/Madam,

I am writing to formally request the closure of my bank account due to inactivity. My account details are as follows:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Branch: [Your Branch Name]

There has been no transaction in my account for the past [duration] months, and I have decided to close it. Please process the closure of my account and send me a confirmation once it has been completed.

Thank you for your attention to this matter.

Sincerely,
[Your Signature (if sending by mail)]
[Your Name]
[Your Address]
[Your Contact Number]