

Bank Account Closure Request

To: [Bank Name]

[Bank Address]

[City, State, Zip Code]

Date: [Insert Date]

Dear [Bank Manager's Name],

I am writing to formally request the closure of my bank account with your institution. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Type of Account: [Checking/Savings]

Due to a recent change in my financial status, I have decided to close my account. I would appreciate your prompt attention to this matter. Please send me a written confirmation once the account has been successfully closed.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]