

Bank Account Closure Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Account Closure

Dear Customer Service,

I am writing to formally request the closure of my bank account with the following details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Checking/Savings]

After a recent financial assessment, I have decided to close my account due to [brief reason, e.g., changes in financial situation]. I would appreciate your assistance in processing this request promptly.

Please confirm the closure of my account and ensure that any remaining balance is transferred to [provide details for fund transfer, if applicable]. I request a written confirmation once the account has been closed.

Thank you for your attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me at the above phone number or email address.

Sincerely,

[Your Name]