

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Account Closure

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the closure of my bank account with [Bank Name]. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Type of Account: [Checking/Savings]

The reason for this closure is that I have recently switched to another bank for my banking needs. I kindly ask you to process this closure at your earliest convenience and confirm the closure via email or by mailing a confirmation letter to my address listed above.

Please ensure that all outstanding transactions are cleared and any remaining balance is sent to me at my requested address or transferred to my new account.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]