

# Account Closure Request

Date: [Insert Date]

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address],  
[City, State, Zip Code]

Subject: Request for Closure of Bank Account

Dear Sir/Madam,

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

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

The reason for this request is to consolidate my accounts for better management. I kindly ask you to process this request at your earliest convenience.

Please confirm the closure and send me a closure confirmation statement. If there are any formalities or documents required from my side, kindly let me know.

Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]