

# Bank Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the closure of my bank account (Account Number: [Insert Account Number]) due to my dissatisfaction with the services provided.

Despite my efforts to resolve these issues, I have not seen any improvement and have decided it is best for me to close my account and seek a banking institution that better meets my needs.

Please confirm the closure of my account and ensure that any remaining funds are transferred to me via [preferred method]. I would appreciate receiving a written confirmation of my account closure.

Thank you for your attention to this matter.

Sincerely,

[Your Name]