

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 associated with account number [Account Number] due to concerns regarding fraudulent activity.

Recently, I have noticed suspicious transactions that I did not authorize. Despite my efforts to resolve these issues with your customer service team, I feel it is in my best interest to close my account to prevent any further unauthorized access.

Please process my account closure at your earliest convenience and confirm via email or written correspondence once completed. Additionally, kindly ensure that any remaining balance is transferred to my new account at [New Bank Name] or sent via check to my address mentioned above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]