

Bank 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 due to personal budget reasons. My account details are as follows:

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

I kindly ask that you process this closure request at your earliest convenience. Please confirm the closure of my account and any final balance settlement. I would appreciate written confirmation once the process is complete.

Thank you for your assistance.

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