

Bank Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the closure of my bank account with [Bank Name] due to my relocation to a different city. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Please process the closure of my account and transfer any remaining balance to my new banking institution. I would appreciate a confirmation of the account closure at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]