

# Account Closure Request

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

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 held at your institution. My account details are as follows:

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

As of the date of this letter, the final balance on my account is [Final Balance Amount]. I would appreciate it if you could process the closure of my account and provide me with a final statement confirming the closure and the balance amount.

Furthermore, please confirm that any outstanding checks or transactions will be properly handled, and I request that you send any remaining funds to [provide your preferred method for receiving the remaining balance, e.g., a check to my address].

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]