

# Account Closure Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

**Dear [Bank Manager's Name],**

I am writing to formally request the closure of my bank account with the account number [Your Account Number] due to financial reasons. After careful consideration, I have decided that it is in my best interest to close this account.

Please process the closure of my account and send any remaining balance to my address listed above. I would appreciate it if you could confirm the closure of my account in writing at your earliest convenience.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]