

Account Closure Notification

Date: [Insert Date]

To,

Branch Manager,
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Account Closure Request

Dear Sir/Madam,

I am writing to formally request the closure of my bank account with the details provided below:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Account Type: [Savings/Current/Other]

Please proceed with the necessary steps to close my account and send me a confirmation once the account has been closed. I would also like to request that any remaining balance be transferred to my designated account ([Details of the New Account]).

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]