

Bank Account Closure Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Request for Closure of Bank Account

Dear [Bank Manager's Name],

I am writing to formally request the closure of my bank account held with your institution. The details of my account are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Type of Account: [Savings/Current/etc.]

Please process this request at your earliest convenience and confirm the closure of my account. I kindly ask for any remaining balance to be transferred to my designated account mentioned below:

Transfer Account Number: [Your Designated Account Number]

Bank Name: [Your Designated Bank Name]

Thank you for your assistance in this matter. If you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Name]