

Bank Account Termination Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

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

Account Holder Name: [Your Name]
Account Number: [Your Account Number]

Please consider this letter as my official request for the closure of the account. I would appreciate it if you could process this request at your earliest convenience. Additionally, I request that any remaining balance in my account be transferred to the following account:

Account Holder Name: [Transfer Account Holder Name]
Account Number: [Transfer Account Number]
Bank Name: [Transfer Bank Name]

If you require any further information or documentation to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to receiving confirmation of the account closure.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]