

# Letter of Intent to Close Bank Account

[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 with the following details:

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

Please consider this letter as my official intent to close the above-mentioned account. I kindly request that you process this closure effective immediately, or by [desired closure date].

Furthermore, I would like to request a written confirmation of the account closure, along with the final balance details, if any.

Thank you for your assistance in this matter. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Sincerely,

[Your Name]