

Request 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]

Subject: Request to Close Bank Account

Dear [Bank Manager's Name],

I am writing to formally request the closure of my bank account with [Bank Name]. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

After careful consideration, I have decided to close this account as I no longer require banking services from your institution. Please let me know if there are any necessary steps I need to take or if any documents are required to finalize this request.

Additionally, please confirm that my balance has been settled and inform me of any final transactions that need to be addressed. I would appreciate receiving a written confirmation once my account has been successfully closed.

Thank you for your assistance. If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]