

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank/Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Account Closure Confirmation

This letter is to confirm the closure of my account with [Bank/Institution Name] with the account number [Insert Account Number]. I request that you process this closure as requested on [Insert Closure Request Date].

Please send me written confirmation once the account has been officially closed and any remaining balance has been processed.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]