

Account Closure Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the closure of my account with the following details:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Email Address: [Your Email Address]

The reason for my account closure is [insert reason: e.g., "I no longer require the services provided," or "I have found an alternative that better fits my needs."].

Please confirm the closure of my account and the final balance if applicable. I would appreciate any necessary final statements or confirmations sent to my email address provided above.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]