

# Account Closure Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 account number [Insert Account Number]. After careful consideration, I have decided to close my account effective immediately.

Please send me written confirmation of the closure along with any remaining balance via check to my address listed above.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]