

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To,

Branch Manager

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request for Closure of Bank Account

Dear Sir/Madam,

I am writing to formally request the closure of my bank account held with your institution. The details of the account are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Branch: [Your Branch Name]

Due to [brief reason for closure, e.g., relocation, no longer needing the account], I have decided to close this account. I request you to process my request at your earliest convenience.

Please let me know if there are any formalities or documents needed from my side to complete the closure process. I would appreciate a confirmation once the account has been successfully closed.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]