

Bank Account Closure Request

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Bank Name

Bank Address

City, State, Zip Code

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the closure of my bank account with your institution. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Account Type: [Savings/Checking]

Please process the closure of my account at your earliest convenience. I would like to request that any remaining balance be transferred to my designated account, the details of which are provided below:

Bank Name: [Receiving Bank Name]

Account Holder Name: [Your Name]

Account Number: [Receiving Account Number]

Thank you for your assistance in this matter. Should you require any additional information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]