

Request to Close Bank Account

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 following details:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Please consider this letter as my official request to close the account. I would appreciate it if you could send me a confirmation once the account has been closed. Should you require any further information or documentation, please feel free to contact me at the number or email provided above.

Thank you for your assistance.

Sincerely,

[Your Name]