

# Account Closure Inquiry

**Your Name**

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

**Bank Name**

Bank Address

City, State, Zip Code

Dear [Bank Manager's Name],

I am writing to inquire about the closure of my savings account (Account Number: [Your Account Number]). Due to personal reasons, I have decided to close my account and would appreciate your assistance in this process.

Please let me know the necessary steps I need to take to officially close my account, as well as any applicable deadlines or fees involved. I would also like to confirm whether there are any further actions required on my part to ensure a smooth closure.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]