

# Account Closure Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

I am writing to formally request the closure of my checking account with account number [Insert Account Number]. Please consider this letter as my official notice for the account closure.

As per the terms and conditions of my account, I understand that I may be required to settle any outstanding transactions or fees prior to the closure. I would like to ensure that all such matters are resolved before the account is closed.

Kindly confirm the closure of my account and provide me with a written acknowledgment once it has been processed. I would appreciate it if you could also send any remaining balance to my address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]