

Account Closure Request

Dear [Bank Name] Customer Service,

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

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Account Type: [Checking/Savings, etc.]

Contact Number: [Your Phone Number]

Kindly confirm the closure of my account and ensure that any remaining funds are transferred to my designated account:

Transfer To: [Your New Bank Name]

Account Number: [Your New Account Number]

Please let me know if you require any further information or the completion of any forms to expedite this process. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]