

Account Closure Request

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 account with [Bank Name]. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Type of Account: [Savings/Checking/etc.]

Please find attached any necessary documents that may be required for this process.

Kindly confirm the processing of this request and inform me of any remaining steps to finalize the account closure. I would appreciate a written confirmation once the account has been closed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]