

Account Closing Request

Date: [Insert Date]

To,

Customer Service Department
[Bank/Company Name]
[Bank/Company Address]
[City, State, Zip Code]

Subject: Request for Account Closure - [Your Account Number]

Dear Sir/Madam,

I am writing to formally request the closure of my account [insert account type, e.g., savings/checking] with the account number [Your Account Number].

Due to [brief reason for closure, e.g., personal reasons, moving to another bank], I have decided to close this account effective immediately.

Please process my request and confirm the closure of my account. If there are any remaining balances, kindly inform me of the necessary steps to withdraw or transfer the funds.

Thank you for your assistance in this matter.

Sincerely,

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]