

# Account Closure Request

Date: [Insert Date]

To,  
[Bank/Company Name]  
[Bank/Company Address]  
[City, State, Zip Code]

Subject: Request for Closure of Personal Account

Dear [Account Manager/Customer Service],

I am writing to formally request the closure of my personal account with your institution, with the account number [Insert Account Number].

Due to [your reason for closing the account, e.g., relocation, dissatisfaction with services, etc.], I have decided to close my account effective immediately.

Please let me know if there are any forms I need to fill out or further steps I need to take in order to complete the account closure process. I would appreciate a confirmation of the closure at your earliest convenience.

Thank you for your assistance.

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