

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Name]
[Branch Name]
[Bank Address]

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

To the Branch Manager,

I am writing to formally request the closure of my bank account held at your branch, effective immediately. The details of the account are as follows:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Account Type:** [e.g., Savings / Checking]

I am requesting this closure because I am no longer able to access a domestic branch due to [relocation/change in circumstances]. As I can no longer visit a physical location to manage my banking needs, I find it necessary to close this account.

Please transfer the remaining balance in this account, minus any applicable closing fees, to the following account:

- **Bank Name:** [New Bank Name]
- **Account Holder Name:** [Your Name]
- **Routing Number:** [New Routing Number]
- **Account Number:** [New Account Number]

If a direct transfer is not possible, please mail a check for the remaining balance to my address listed at the top of this letter.

Please provide written confirmation once the account has been closed and the funds have been transferred. Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]