

[Your Full Name]  
[Current Address in New Country]  
[City, State/Province, Postal Code]  
[Country]  
[Your Phone Number]  
[Your Email Address]  
[Date]

[Bank Name]  
[Branch Address or Customer Service Department]  
[City, State, Zip Code]  
[Country]

Re: Request to Close Bank Account(s)

Dear Customer Service Team,

Please accept this letter as a formal request to close my banking account(s) held at your institution. I have recently relocated to [New Country] and no longer require these accounts.

The details of the account(s) to be closed are as follows:

- **Account Holder Name:** [Your Full Name]
- **Account Number(s):** [List Account Number 1, Account Number 2, etc.]
- **Account Type(s):** [e.g., Checking, Savings]

Please disburse the remaining balance, including any accrued interest, by the following method:

[Option 1: Wire transfer to my new international account]

- Bank Name: [New Bank Name]
- SWIFT/BIC Code: [Code]
- IBAN/Account Number: [Number]

[Option 2: Mail a physical check to my new address listed above]

I have destroyed my debit cards and unused checks associated with these accounts. Please confirm in writing when the closure process is complete and provide a final closing statement.

Thank you for your assistance with this matter.

Sincerely,

[Signature]  
[Your Printed Name]