

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

[Date]

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

Subject: Request to Close Savings Account - [Your Account Number]

Dear Bank Manager,

I am writing to formally request the closure of my savings account held at your branch, account number [Your Account Number], effective [Date]. I am closing this account because I am permanently relocating to [New Country Name].

Please transfer the remaining balance in the account, including any accrued interest, to the following account:

- **Bank Name:** [Receiving Bank Name]
- **Account Holder:** [Your Name]
- **Account Number/IBAN:** [Account Number or IBAN]
- **SWIFT/BIC Code:** [SWIFT Code]

If there are any fees associated with this closure, please deduct them from the final balance. Once the account is closed, please send a written confirmation to my email address listed above.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]