

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

[Date]

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

Subject: Request to Close Student Bank Account - [Account Number]

To Whom It May Concern,

I am writing to formally request the closure of my student bank account held at your branch. My account details are as follows:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Type of Account:** Student Account

The reason for this closure is my permanent international relocation to [Country Name] following the completion of my studies. I would like the account to be closed effective from [Date].

Please find below the instructions for the remaining balance in the account:

[Option 1: I have already withdrawn all funds and the balance is zero.]

[Option 2: Please issue a check for the remaining balance and mail it to my forwarding address below.]

[Option 3: Please transfer the remaining funds to the following account: [Bank Name, Account Number, Routing/SWIFT Number].]

Forwarding Address:

[New International Address]
[City, Country, Postal Code]

Please provide written confirmation once the account has been successfully closed. If there are any forms I need to sign or additional steps required, please notify me immediately.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]