

[Your Full Name]
[Your Address]
[Your Phone Number]
[Date]

To,
The Branch Manager,
[Bank Name]
[Branch Address]

Subject: Request for Account Closure due to Unresolved Grievances

Dear Sir/Madam,

I am writing to formally request the closure of my bank account(s) held at your branch with immediate effect. The account details are as follows:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Account Type: [Savings/Current]

This decision follows my previous complaints regarding [Briefly mention the issue, e.g., unauthorized charges, poor service, or technical errors] dated [Date of original complaint]. Despite several attempts to resolve these grievances, the matter remains unresolved to my satisfaction. Consequently, I have decided to end my banking relationship with your institution.

Please find enclosed my unused checkbooks, debit cards, and any other bank properties associated with this account. I request you to transfer the remaining balance in my account to the following external account via [NEFT/Wire Transfer/Cheque]:

Bank Name: [Other Bank Name]
Account Number: [Other Account Number]
IFSC/Routing Code: [Code Number]

Kindly provide me with a written confirmation once the account closure process is complete and the final statement has been issued.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Your Printed Name]