

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

[Date]

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

Subject: Authorization to Close Inactive Account Number [Your Account Number]

Dear Sir/Madam,

I am writing to formally request the closure of my bank account held at your branch. Due to inactivity, I no longer require this account. Please find the account details below:

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

I request that any remaining balance in the account be issued to me via [mention method: e.g., a demand draft, a check, or transfer to the account number listed below]:

- **Payee Name:** [Your Name]
- **Bank Name:** [New Bank Name]
- **Account Number:** [New Account Number]
- **Routing/IFSC Code:** [Code]

I have enclosed my unused checkbooks and debit card associated with this account for disposal. Please provide a written confirmation once the account has been officially closed.

Thank you for your assistance regarding this matter.

Sincerely,

[Signature]
[Your Printed Name]