

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

[Date]

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

**Subject: Request to Close Inactive Bank Account - Account Number: [Your Account Number]**

To the Branch Manager,

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.

The details of the account are as follows:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Account Type: [Savings/Checking]

I request that any remaining balance in the account be sent to me via a check at the address listed above or transferred to the following account:

- Bank Name: [New Bank Name]
- Routing Number: [Routing Number]
- Account Number: [New Account Number]

Please provide written confirmation once the account closure process is complete. If there are any forms I need to sign or outstanding fees to be settled, please notify me immediately.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]