

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

[Date]

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

Subject: Request to Close Inactive Savings Account

To the Branch Manager,

I am writing to formally request the closure of my savings account held at your branch. This account is currently inactive and maintains a zero balance.

Account Details:

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

Since the balance is zero, there are no funds to be transferred or withdrawn. Please process this closure immediately and ensure that no further fees or charges are applied to this account.

Please provide a written confirmation or an email acknowledging that the account has been officially closed.

Thank you for your assistance with this matter.

Sincerely,

[Signature (if sending by mail)]
[Your Printed Name]