

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

[Date]

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

Subject: Request to Transfer Balance and Close Dormant Account

Dear Bank Manager,

I am writing to request the closure of my dormant bank account held at your branch. Below are the account details:

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

Please transfer the remaining balance, including any accrued interest, to the following account:

- **Bank Name:** [Receiving Bank Name]
- **Account Holder Name:** [Name on Receiving Account]
- **Account Number:** [Receiving Account Number]
- **Routing/IFSC Code:** [Code Number]

Once the transfer is complete, please proceed to close the dormant account permanently. Please send a written confirmation once the closure process is finalized.

I have enclosed a copy of my [ID Type, e.g., Passport/Driver's License] for verification purposes.

Thank you for your assistance.

Sincerely,

[Signature]

[Your Printed Name]