

To,  
The Branch Manager,  
[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

Date: [Current Date]

**Subject: Request for Immediate Account Closure due to Security Compromise**

Dear Sir/Madam,

I am writing to formally request the immediate closure of my bank account(s) held at your branch. I believe my account security has been compromised due to [unauthorized transactions / suspicious activity / identity theft].

**Account Details:**

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

I request that you transfer the remaining balance in this account to the following external account:

- Bank Name: [Recipient Bank Name]
- Account Name: [Recipient Name]
- Account Number: [Recipient Account Number]
- Routing/IFSC Code: [Code Number]

Please find enclosed my debit card, unused checkbooks, and a copy of my government-issued ID for verification. I have already canceled all standing orders and direct debits associated with this account.

Kindly provide a written confirmation once the account is officially closed and the funds have been transferred. Please let me know if there are any further formalities I need to complete.

Thank you for your prompt attention to this urgent security matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]  
[Your Email Address]