

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

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

Subject: Request for Closure of Personal Savings Account No: [Your Account Number]

Dear Sir/Madam,

I am writing to formally request the closure of my personal savings account held at your branch. The details of the account are as follows:

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

I confirm that there is currently a zero balance in this account and there are no pending transactions, liens, or outstanding dues. I am enclosing my unused cheque leaves, debit card, and passbook associated with this account for disposal/cancellation.

Please provide me with a written acknowledgment or a closure certificate once the process is complete.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]