

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

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

**Subject: Final Payment and Request for Account Closure**

Dear Bank Manager,

I am writing to formally request the closure of my bank account(s) listed below:

- Account Type: [e.g., Checking/Savings/Loan]
- Account Number: [Your Account Number]

Enclosed with this letter is a final payment in the amount of \$[Amount] to settle the remaining balance on this account. Please apply this payment towards the outstanding total to bring the balance to zero.

I request that you close this account effective immediately upon processing this final payment. Please provide a written confirmation or a "No Dues Certificate" stating that the account has been closed and that I have no further financial obligations to the bank regarding this account.

If there are any remaining funds after all dues are settled, please issue a check to my mailing address listed above or transfer the balance to the following account:

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

Please stop all automated transfers, direct debits, or recurring payments associated with this account.

Thank you for your prompt attention to this matter. Please contact me at [Your Phone Number] if you require any further information.

Sincerely,

[Your Signature]  
[Your Printed Name]