

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

[Date]

[Bank Name]
[Bank Branch Address]

Subject: Request to Clear Balance and Close Account Number: [Your Account Number]

To the Branch Manager,

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

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

I have enclosed a [Check/Money Order] in the amount of \$[Amount] to clear the remaining negative balance and any applicable service fees. I request that you apply these funds to bring the account balance to zero immediately.

Once the balance is cleared, please proceed to close the account permanently. Please send a written confirmation to my address listed above once the closure is complete.

If there are any remaining funds after all obligations are met, please issue a check for the balance and mail it to my address.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]