

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

[Date]

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

Subject: Account Closure and Settlement of Overdraft - Account Number: [Your Account Number]

Dear Bank Manager,

I am writing to formally request the closure of my bank account referenced above, effective immediately.

According to my latest statement, the account currently has an outstanding overdraft balance of \$[Amount]. Please find enclosed a [Check/Money Order/Transfer Confirmation] in the amount of \$[Amount] to settle this balance in full, including any applicable interest or administrative fees.

Once this payment is processed and the balance is brought to zero, please proceed with the permanent termination of the account. I request that you send me a written confirmation stating that the account has been closed and that the debt has been fully satisfied.

If there are any remaining funds after the settlement, please mail a check for the balance to my address listed above.

Please cancel all standing orders, direct debits, and associated debit cards linked to this account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]