

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

[Date]

[Bank Name]
[Bank Address]

Subject: Closure of Bank Account Number: [Your Account Number]

Dear Bank Manager,

Please accept this letter as a formal request to close my bank account held at your branch. The account details are as follows:

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

I am aware that this account currently has an outstanding overdraft balance of \$[Amount]. Attached to this letter, please find a [Check/Money Order] for the full amount required to clear the debt and bring the account balance to zero.

Please stop all pre-authorized debits and standing orders associated with this account immediately. Once the final balance is cleared, I request that you provide a written confirmation that the account has been closed and that the debt is settled in full.

If there are any remaining funds after the overdraft and final fees are settled, please send the balance via check to my address listed above.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]