

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

[Date]

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

Subject: Request to Close Account No: [Your Account Number]

To the Bank Manager,

I am writing to formally request the closure of my bank 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:** [e.g., Savings / Checking]

Please note that the current balance in this account is zero. I have stopped all standing instructions, direct debits, and automated payments linked to this account.

I request you to process this closure immediately and provide a written confirmation once the account has been officially closed. If there are any final forms or procedures required, please let me know at your earliest convenience.

Thank you for your assistance regarding this matter.

Sincerely,

[Signature]

[Your Printed Name]