

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

[Date]

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

Subject: Request to Close Account - Account Number: [Your Account Number]

To the Branch Manager,

I am writing to formally request the closure of my [Account Type, e.g., Savings/Checking] account held at your branch. The account details are as follows:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]

Please note that this account currently maintains a zero balance. I have ensured that all outstanding checks have cleared, all automatic payments have been canceled, and there are no pending transactions associated with this account.

I request that you provide me with a written confirmation or a closure certificate once the process is complete. If there are any final forms required for me to sign, please send them to my address listed above.

Thank you for your assistance regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]