

## Formal Letter to Close Bank Account

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

**Subject:** Request for Closure of Bank Account

I am writing to formally request the closure of my [Savings/Current] account with your esteemed bank. The details of the account are as follows:

- Account Holder's Name: [Your Full Name]
- Account Number: [Your Account Number]

I have cleared all pending transactions and ensured that the account balance is zero. Thus, I kindly request that you proceed with the closure of the account and provide written confirmation of the closure, along with a final statement.

I would appreciate it if any remaining balance could be transferred to my new account at [provide details for balance transfer] or issued as a check in my name.

Should there be any requisite forms or procedures to complete this request, please inform me, and I will promptly comply.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature]

