

Your Name
Street Address
Postal Code
Date

Banking Manager Name
Bank Address and Branch
City, Postal Code

Dear Bank Managers Name:

SUBJECT: Request to Close my Bank Account

Bank Account Number:

Dear Sir/Madam,

I, (name) having a bank account with (BANK NAME) whose account number is (bank number) , residing in (address). I am writing this letter because I want to close the account whose account number is stated above.

The reason why I am closing this account is (type the reason why here).

I will be returning my passbook, cheque book, debit and/or credit cards to the bank.

I have already completed the necessary tasks such as transferring money from this bank account to my new account leaving only the minimum balance.

I trust you can process my request to close this bank account in a timely fashion.

If you have any questions please contact to (phone number) or by mail using my address above.

Thank-You,

Name

Signature