**To:**

Branch Manager

\*\*\* (Bank Name)

\*\*\* (Branch Name)

\*\*\* (City, State)

**Subject:** Request to Close My Bank Account No.- \*\*\*

Respected Sir/Madam

I Mr./Miss \*\*\* XYZ having a bank account with [\*\*\* bank name] whose account number is xxx-xxx-xxx-xxx, residing at [\*\*\* address] Today I am writing this letter because I want to close the account with the above-mentioned account number.

The reason why I am closing this bank account is that I am unable to use this account as I have opened a new account in another bank. I have already transferred all my money from my [\*\*\* bank name] account to my new account only the minimum balance has been maintained.

Because of this reason, I am willing to close this account and I request you to process my request and close this bank account as soon as possible.

Thanking You

Your Faithfully,

\*\*\* (Your Name and Signature with Date)

Account Number: \*\*\*

**Note**: Place marked with \*\*\* need to fill.