

Application For Cancellation Of Bank Account

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Application for Cancellation of Bank Account

Dear Sir/Madam,

I am writing to formally request the cancellation of my bank account with [Bank Name], account number [Your Account Number]. After careful consideration and evaluation of my financial needs, I have decided that it is in my best interest to close this account.

Please find the details of my account below:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Account Type: [Savings/Checking/Other]
- Branch: [Branch Name]
- Balance: [Current Account Balance]

I kindly request that you proceed with the necessary steps to close this account and provide me with a written confirmation of the closure. Any pending transactions or outstanding debits should be cleared before the account closure. Additionally, I would appreciate your guidance on the proper procedure to follow to ensure a smooth and efficient closure process.

Please transfer the remaining balance, if any, to my linked account with the following details:

- Account Holder Name: [Your Full Name]
- Bank Name: [Name of Receiving Bank]
- Account Number: [Receiving Account Number]
- Routing Number (if applicable): [Routing Number]
- Swift Code (for international transfers): [Swift Code]

If there are any forms or documents required from my end to facilitate the closure, please let me know, and I will promptly provide the necessary information. I understand that there may be fees associated with the account closure, and I am prepared to settle any outstanding charges.

I appreciate your prompt attention to this matter. If you require any further information or documentation from me, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I am grateful for the services I have received from [Bank Name], but circumstances require me to make this decision.

Thank you for your assistance and cooperation in closing my account. I look forward to receiving the confirmation of the account closure at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List any enclosed documents, if applicable]