

I kindly request that you proceed with the necessary steps to close this account and provide me with 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]