

Professional Account Closure Letter

Subject: Request for Bank Account Closure

Dear Sir/Madam,

I am writing to formally request the closure of my bank account with your institution. My account details are as follows: Account Number [Your Account Number], Account Holder Name [Your Full Name].

I would like to close this account effective immediately due to personal financial restructuring.

Please process the closure and transfer any remaining balance to my alternative account [Alternative Account Details] or issue a cashier's check payable to my name.

I have ensured that all pending transactions have been cleared and no automatic payments are scheduled. Please confirm the account closure in writing and provide any necessary documentation for my records.

Thank you for your services over the years. I look forward to your prompt response.

Sincerely,

[Your Name]

[Date]

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