

Formal Account Closure Request

Subject: Authorization for Account Closure

Dear Bank Manager,

I am writing to formally request the closure of my savings account [Account Number] held at your branch. Due to my relocation to another city for permanent employment, I no longer require banking services at this location.

Please process the account closure and transfer the remaining balance of approximately \$[Amount] to my new account at [New Bank Name], Account Number [New Account Number]. I have attached the necessary transfer forms and identification documents.

I would like to express my satisfaction with the banking services provided during my association with your branch. The staff has always been professional and helpful in addressing my banking needs.

Please confirm the closure process timeline and ensure all automatic debits are stopped. I have already redirected my direct deposit to the new account and notified relevant parties of the change.

If any additional documentation is required, please contact me at [Phone Number]. I request that the closure be completed within seven business days.

Thank you for your excellent service over the years.

Respectfully,

[Your Signature]

[Your Name]

[Date]

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