

Bank Account Cancellation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Request for Bank Account Cancellation

Dear [Bank Name] Customer Service,

I am writing this letter to formally request the cancellation of my bank account, [Account Number], which is held at [Bank Name]. I kindly request that you process the closure of this account as per the terms and conditions outlined in the account agreement.

Please find the necessary details pertaining to my account closure:

Account Holder's Full Name: [Your Full Name]

Account Number: [Your Account Number]

Date of Account Opening: [Date of Account Opening]

I have ensured that all outstanding transactions and pending payments have been cleared from my account. The account balance is currently [Account Balance, if applicable]. I understand that any remaining balance will be disbursed to me as per the bank's standard procedures.

Kindly confirm the closure of my account and provide me with a written confirmation letter once the cancellation process has been successfully completed. You may send the confirmation letter to the following address: [Your Address], or you can email it to me at [Your Email Address].

I would like to take this opportunity to express my gratitude for the services I have received during

my association with [Bank Name]. While I have chosen to close my account, I have been satisfied with the banking services provided.

Thank you for your prompt attention to this matter. Should you require any additional information or documentation from me to facilitate the account closure process, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Your Signature (if sending a hard copy)]

[Date]

(Note: Be sure to adapt the letter to your specific situation and address format. Always check your bank's policies for account closure procedures and any specific requirements they may have.)