

Formal letter for closing account when moving

Subject: Request for Bank Account Closure

Dear Sir/Madam,

I am writing to formally request the closure of my bank account number [Account Number] held at your branch [Branch Name]. Due to my relocation to [City/State], I will no longer be able to operate this account.

Please process the closure at the earliest and transfer any remaining balance to my account [New Account Details] or issue a cheque. I have enclosed my passbook and cheque book for your reference.

Thank you for your assistance.

Sincerely,

[Your Name]

[Contact Information]

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