

Letter to close inactive account

Subject: Request for Closure of Inactive Bank Account

Dear Branch Manager,

I request the closure of my inactive account [Account Number] with your bank. As the account has not been used for [Duration], I wish to close it and settle any remaining balance.

Please confirm the account closure and send me a final statement. Enclosed are all related documents for verification.

Sincerely,

[Your Name]

[Address / Contact Number]

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