

Account closure due to employment change

Subject: Request for Account Closure

Dear Branch Manager,

I am writing to request the closure of my bank account [Account Number] as I have recently changed my employment and no longer require this account. Kindly transfer any remaining balance to my new account [New Account Details].

Enclosed are my passbook and debit card for necessary action. I request confirmation once the account has been successfully closed.

Thank you,

[Your Name]

[Contact Details]

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