

## **Closure for moving to another bank**

Subject: Request for Account Closure

Dear Branch Manager,

I have decided to consolidate my banking with another bank and request the closure of my account number [Account Number]. Kindly transfer the remaining balance to my new bank account [New Account Details].

I have enclosed the passbook and debit card for your reference. Please send a confirmation once the closure is complete.

Sincerely,

[Your Name]

[Contact Details]

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