

Bank Account Closure

Subject: Request for Account Closure

Dear Branch Manager,

I am writing to formally request the closure of my savings account (Account Number: XXXXXXXXXXXXX) due to my relocation to another city.

Please transfer the remaining balance of \$[Amount] to my new account at [Bank Name], Account Number: [New Account Number], or issue a cashier's check payable to my name.

I have returned all unused checks and debit cards. Please confirm that all pending transactions have been cleared before processing the closure.

I have been satisfied with your services during my association with the bank and appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Account Holder Signature]

[Date]

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