DATE

[Branch manager]
[Bank’s Name]
[Bank’s Street Address]
[Bank’s City, State, and Zip Code]

**RE: Request to close my account**

Dear Branch Manager

Please accept this letter as my written authorization to close the accounts listed below at your bank. All of my transactions have cleared, and I have stopped any future debits and credits to my account.

Account type: Checking/Debit Card /Savings
Account Name:..........................
Account Number:..................
Card Number:........................

Please send a check payable to me for the remaining balance(s) and an account closure confirmation to the following address:

Street Address:
City:………
State:………
Zip:…………

Please contact me in writing [email] or by phone at [Phone Number] if you have any questions about this request. Thank you for responding so quickly to this matter.

Sincerely,

[Your Signature]
[Your name]

Source & more information: [https://sherianajamii.com/bank-account-closing-letter-guide-samples](https://sherianajamii.com/2022/06/bank-account-closing-letter.html)