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)