[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Request for Termination of Bank Account

Dear Sir/Madam,

I am writing this letter to formally request the termination of my bank account with your esteemed institution, [Bank Name]. Please consider this letter as an official notification of my intent to close the aforementioned account effective immediately.

Account Details:

Account Holder's Name: [Account Holder's Full Name]

Account Number: [Account Number]

Type of Account: [Savings/Checking]

Date of Account Opening: [Date of Account Opening]

I have been a valued customer of [Bank Name] for [number of years/months] and have appreciated the services provided by your bank. However, due to personal reasons, I have decided to close my account with your institution.

I kindly request you to take the necessary steps to close the account and provide me with a written confirmation of the account closure. Please ensure that all account activity is ceased, and no further charges or transactions are processed after the closure request.

I would also like to inquire about the process for withdrawing the remaining balance in my account. Kindly guide me on the necessary steps to access and transfer the funds to my designated account. Furthermore, please inform me if there are any fees associated with closing the account or transferring the remaining balance.

Enclosed with this letter, please find a copy of my identification documents (such as a photocopy of my passport, driver's license, or any other identification proof) to facilitate the account closure process. If there are any additional documents or forms required, please inform me promptly, and I will provide them as requested.

I appreciate your prompt attention to this matter and request that you process my account closure request within [number of days] from the date of this letter. I would like to stress the importance of ensuring the security of my personal information throughout the termination process.

Should you require any further information or have any queries regarding this request, please do not hesitate to contact me at the provided contact details. I expect a written confirmation of the account closure, along with any necessary information regarding the withdrawal of funds, sent to the address mentioned above.

I express my gratitude for the services provided by your institution during my association with [Bank Name]. I hope for a smooth and hassle-free account closure process. Thank you in advance for your cooperation.

Yours sincerely,

[Your Full Name]

[Your Signature]