Subject- Closure of the bank account [Bank Account number]

Body:

Respected sir,

I, [Name] holding a [type of bank account] account in your branch. I am writing this letter to request you to close my account bearing account number [Account no.].  The reason for closure is due to [reason]. Details of the account are mentioned below:

Account holder/s name: [Name]

Account number: [Account no.]

Name of the Branch: [Branch Name]

Please return the leftover balance once the account is closed through [demand draft/cash/cheque] as per bank norms.

As per bank requirement, I am enclosing the necessary documents with the application.

Thank you.

[Your Signature]