



Prabhakar Das <shus21@gmail.com>

Fwd: application format for closing bank account

1 message

Abhishek Paul <abhishek.paulcp.dbs@gmail.com>
To: Prabhakar Das <shus21@gmail.com>

Tue, Mar 25, 2025 at 1:30 PM

Bank Request

----- Forwarded message -----

From: **Abhishek Paul** <abhishek.paulcp.dbs@gmail.com>
Date: Mon, Mar 24, 2025 at 8:43 PM
Subject: application format for closing bank account
To: <ap.19u10127@btech.nitdgp.ac.in>

John Doe
123 My Street
City, State, 10000
johndoe@email.com
October 20, 2023

Bank Manager's Name / The Branch Manager
ABC Bank
456 Bank Headquarters Street
City, State, 10001

I am writing this letter to inform you that I wish to close my bank account with [Bank Name] effective immediately. I would appreciate your prompt attention in helping me close my account.

Below are the details of my bank account:

Account Holder Name: John Doe

Account Number: 765754354875

Account Type: Savings

My decision to close this account is due to [optional: a brief explanation of the reason behind your decision, e.g., relocating, opting for a bank with better services, etc.].

I have made sure that there are no outstanding transactions left to clear on my account, and I have also withdrawn all funds from the account. If there are any more formalities that need attention, please guide me through them.

Furthermore, I kindly request you to provide written confirmation that my account has been closed. I would also like you to return any remaining balance in my account by [check/direct transfer to another account], and if necessary, I can provide details of the receiving account.

Please find enclosed my identification documents [or any other documents] required for this process.

If you need any more information, please feel free to contact me at [your contact information].

Thank you for your prompt assistance with this matter. I have appreciated the services provided by [Bank Name] during the time I have been a customer.

Yours sincerely,

John Doe