**Bank Account Closure Letter Due to Inactivity**

**[Your Name]**

**[Your Address]**

**[City, State, Zip Code]**

**[Your Email Address]**

**[Your Phone Number]**

**[Date]**

**[Bank Name]**

**[Bank Address]**

**[City, State, Zip Code]**

**Dear [Bank Manager's Name],**

**Subject: Request for Account Closure - [Your Account Number]**

**I am writing to request the closure of my account ([Your Account Number]) with [Bank Name] due to its inactivity for an extended period. As I no longer require this account, I kindly ask for its closure and the issuance of a check for the remaining balance.**

**I appreciate the services your bank has provided during my association, and I look forward to a smooth account closure process. Please provide a written confirmation of the account closure.**

**Sincerely,**

**[Your Signature]**

**[Your Printed Name]**