**Bank Account Closure Letter Due to Relocation**

**[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 this letter to request the closure of my bank account, which is held with [Bank Name], with account number [Your Account Number]. The purpose of this letter is to formally close my account and provide a reason for this request.**

**The reason for my decision to close the account is [state your reason for closing the account]. I have [briefly explain your situation or reason, e.g., switched to a different bank, relocated to a different city, no longer require the account, or any other pertinent reason]. Due to this change in my financial circumstances, I no longer require the services of [Bank Name].**

**To facilitate the account closure process, please find enclosed my unused checks, debit card, and any other related bank documents. I kindly request that you cease all account-related transactions and services immediately.**

**I understand that there may be a balance in my account, and I would appreciate it if you could issue a check for the remaining balance. Please send the check to the address mentioned in the header of this letter or to my forwarding address, which is [your new address, if applicable]. I also request the closure of any associated services, such as online banking or automatic bill payments, to avoid any further deductions or charges.**

**I would like to express my appreciation for the services I have received from [Bank Name] during my time as a customer. I have been satisfied with the services provided by your bank and the support from your staff.**

**I kindly request that you acknowledge the closure of my account in writing. This letter serves as my written consent to close the account, and I understand that any pending transactions or outstanding checks should be settled before the closure is finalized.**

**If you require any additional information or documents to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].**

**Thank you for your prompt attention to this matter. I hope for a smooth and efficient account closure process. Your cooperation in this regard will be greatly appreciated.**

**Sincerely,**

**[Your Signature]**

**[Your Printed Name]**