**Bank Account Closure Letter Due to Switching Banks**

**[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] as I have decided to switch to a different bank. The services provided by your bank have been commendable, but I have opted for a different financial institution to better suit my needs. Please find enclosed my unused checks, debit card, and related documents.**

**Kindly provide a check for the remaining balance. I also request the closure of all associated services and a written confirmation of the account closure. Thank you for your understanding and cooperation in this matter.**

**Sincerely,**

**[Your Signature]**

**[Your Printed Name]**