

Bank Account Closing Letter Sample

To,
The Branch Manager
State Bank of India
Bangalore, Karnataka
Pin- 560028

Date: 19 Jan, 2021

Subject – Application for Closing the Bank Account.

Sir/Madam,

I hold Account No. 2039029302 with your Branch and presently I am not able to maintain this account due to some personal issues. I request you to please close my saving account and do not proceed with any transactions. I will be returning my passbook, cheque-book, cards along with my application.

Kindly close my bank account and transfer the balance amount in the below-mentioned account details. It would be highly appreciable if you do the needful to initiate the process as soon as possible.

Bank Account Number – 209485945
IFSC Code – KKBK0000245

Thanking You
Yours Sincerely
Manoj Tiwari
Account Number: