

Letter to Close Bank Account

To,
The Bank Manager
[Bank name]
[Branch name]
[Name of city/vill]

Date: MM/DD/YYYY

Subject: Application to close bank account.

Dear Bank Manager,

I am writing to inform you that I have decided to close my bank account. I have been a customer of your bank for many years, but due to some unavoidable circumstances, I will no longer be able to maintain the account. My account details are cited below:

Account Number: xxxxxxxx

Sort Code: xxxxxxxx

I would be grateful if you could process my request as soon as possible and send me a confirmation once the account has been closed. Thank you for your time and cooperation.

Yours faithfully

[Signature]

[Address with pin code]