|  |
| --- |
| Street Address, City, ST ZIP Code  Telephone  Email |

Date

**Subject:** Closure of Savings Account number XX-XXXXXXX

Dear Sir/Madam (Manager),

I am writing this letter to request you for closing my savings account in [X] bank, YYY branch with immediate effect.

My account details are:

Name: John Smith

Account number: XX-XXXXX

I am moving out of the country permanently, which is why I need to close my account and complete all the formalities before I leave. I would be highly grateful if you complete my request within a week and handover all the balance money in my account as cash. I will be highly obliged.

Thank you in advance. Let me know if you need any other information.

Regards,

John Smith.