Date

Name

Address

Dear Ms. Sarah,

I am writing this letter as a written authorization to request you for closing my current account [X] at your bank ABC Limited.

I have moved to another country, due to which I need to close all my bank accounts here. I have withdrawn all the funds and cleared all the bank dues, and so there is no fund transferring required. I would be grateful to you if you speed up the processing of closing my account, as I am traveling and moving in two weeks.

I am attaching the bank account closing form and other relevant documents with this letter. Let me know if you need any further information at [X].

Thank you.

Regards,

William Geller.