Date: \_\_\_\_\_\_\_\_\_\_

To: The manager of the bank

Bank Name: \_\_\_\_\_\_\_\_\_

Branch name: \_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_

**Subject: A request to close the partnership account**

Respected Sir,

This letter is being written to request you to close the partnership account bearing number (mention account number) in partnership with Mr. ABC. I and my partner Mr. ABC agree with each other to close this bank account. I would like to request you to guide me so that we can carry out the entire process of account closure.

The certified copy of the agreement of me with the partner regarding the closure of the partnership account has been attached to this letter. The unused checkbook of this account is being returned.

Regards,

Name of the customer

Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_