To Dated -\_\_\_\_\_\_\_\_\_\_  
The Branch Manager  
XYZ Bank  
--------Branch

Sub: - Request for closure of account

Name of the Account:   
Type of Account:   
Account Number:

Dear Sir,

I/We am/are having the captioned account with your branch for the last-------years. I/We request you to close the above deposit account for the following reason/s.  
 a)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 b)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
I/We enclose herewith the unutilized cheque leaves. Also I enclose the pass book for updation and return.   
The Balance amount may be paid to me/us

a) By cash

b) By Demand draft in my name /in the name of ------------------------ (one of the joint Depositor)

c) By credit of my/our account No------------------------ with your------------------------branch

d) By NEFT/RTGS to Account Number----------------------------------Favoring------------------------- with ----------------------------Bank--------------------------------Branch IFSC Code No---------------------

Yours faithfully,

(Signature/s) (To be signed by all Depositors in case of Joint accounts)