To,
The Branch Manager,
[Bank Name],
[Branch Name, City]
Date: [DD/MM/YYYY]

Subject: Request for closing Bank Account No: [Account Number]

Respected Sir/Madam,

I hold a savings account in your branch with Account Number **[Account Number]**. Due to [Reason: e.g., relocation to another city / having multiple accounts], I am unable to maintain this account further. Therefore, I kindly request you to close my bank account.

I have attached my passbook, chequebook, and debit card along with this application. Kindly transfer any remaining balance to my other bank account (Details: Bank Name, A/C No, IFSC) or provide a cash withdrawal/demand draft.

Thanking you.
Yours sincerely,
Name: [Your Full Name]
Mobile Number: [Your Mobile]
Signature: _____