

Bank Account Closure Request Application

1. Application for Closing Bank Account Due to the Demise of the Account Holder

To,
The Branch Manager,
[Bank Name],
[Branch Address],

Subject: Application for Closing Bank Account Due to the Demise of the Account Holder

Respected Sir/Madam,

I am writing this application to inform you about the sad demise of my [relation to the deceased, e.g., father], Mr./Mrs. [Deceased Account Holder's Name], who held a savings/current account in your bank with the account number [Account Number]. Unfortunately, he/she passed away on [Date of Death] due to [Cause of Death, if comfortable sharing].

As the legal heir and nominee of the deceased account holder, I kindly request you to close the above-mentioned account and release the outstanding balance to me. I have attached the required documents, including the death certificate, nominee declaration form, and identity proof, for your reference and verification.

I understand the procedures involved in closing the account and assure you of my full cooperation during the process. Kindly let me know if any additional information or documentation is required from my end.

I humbly request you to expedite this process as I need to settle several financial matters of the deceased. I shall be grateful for your prompt assistance in this matter.

Thanking you.

Yours faithfully,
[Your Name]

[Your Address]
[Your Contact Number]
[Your Email Address]
Date: [Current Date]

2. HDFC Bank Account Termination Request Application

To,
The Branch Manager,
HDFC Bank,
[Branch Name],
[Branch Address],

Subject: Request for Account Termination

Dear Sir/Madam,

I, [Your Name], resident of [Your Address], am writing this application to request the termination of my bank account held in your branch. My account details are as follows:

Account Name: [Your Name]
Account Number: [Your Account Number]
Account Type: [Savings/Current]

Due to [reason for account closure], I have decided to close my account with your bank. I request you to kindly process this request at the earliest and release the remaining account balance as a demand draft or transfer it to my new bank account (details mentioned below) as per my preference.

New Bank Account Details (if required):
Bank Name: [New Bank Name]
Account Number: [New Account Number]
IFSC Code: [New Bank IFSC Code]

Please find enclosed any documents, cheque books, and debit cards related to this account. I understand that any outstanding dues, if any, will be adjusted against the account balance before closure.

I would like to thank you for the services provided by HDFC Bank during my association with the bank. Kindly acknowledge the receipt of this application and confirm the account termination.

Thank you.

Yours faithfully,

[Your Name]

[Your Contact Number]

[Your Email Address]

[Date]

3. Bank Account Cancellation Application Owing to Deceptive Fees and Charges

To,
The Branch Manager,
[Bank Name],
[Branch Address],

Subject: Bank Account Cancellation Application Owing to Deceptive Fees and Charges

Dear Sir/Madam,

I am writing this application to formally request the cancellation of my account (Account No: XXXXXXXXXXX) with your esteemed bank due to deceptive fees and charges that I have been incurring on my account.

I have been a loyal customer of your bank since [year of account opening], and I have always admired your bank's services and offerings. However, recently I have noticed multiple charges on my account, which were neither properly communicated nor clarified to me beforehand.

The fees in question include [mention the fees and charges] which, upon inquiry, seem to be inconsistent with the standard charges and fees presented to me when I opened the account. These unexpected and deceptive fees have caused me considerable financial strain and dissatisfaction as a customer.

As per my knowledge, I have never opted for any additional services that would warrant such charges. I believe that such practices are unjust and unacceptable. Therefore, I urge you to cancel my account with your bank immediately and provide me with a written confirmation of the same.

Before the account closure, I kindly request you to transfer the remaining balance to my alternate account in a different bank. I have provided the details below:

Account Holder Name: [Your Name]

Account Number: [Alternate Account Number]

Bank Name: [Alternate Bank Name]

Branch Address: [Alternate Bank Branch Address]

IFSC Code: [Alternate Bank IFSC Code]

I hope you will resolve this matter promptly and take necessary steps to prevent such deceptive fees and charges in the future. I appreciate your cooperation and assistance in this matter.

Thanking you.

Yours faithfully,

[Your Name]

[Your Address]

[City, PIN Code]

[Mobile Number]

[Email Address]

4. Canara Bank Account Cancellation Procedure Application

To,
The Branch Manager,
Canara Bank,
[Branch Name],
[Branch Address],
[City Name], [Postal Code]

Subject: Request for Account Cancellation

Dear Sir/Madam,

I, [Your Full Name], hold a savings/current account (Account Number: [Your Account Number]) in your esteemed bank at the [Branch Name] branch. Due to certain personal reasons, I would like to request the cancellation of my account with immediate effect.

I have cleared all the outstanding dues and transactions in my account as of [Current Date]. I understand that upon cancellation, I shall not be able to use any of the banking services associated with my account.

I request you to kindly initiate the account cancellation procedure and refund any remaining balance, if applicable, to my alternate account (Account Number: [Alternate Account Number], Bank Name: [Alternate Bank Name]) or provide me with a demand draft for the same.

Kindly acknowledge the receipt of this application and inform me once the account has been closed successfully.

Thank you for your attention to this matter, and I appreciate your prompt assistance.

Yours faithfully,
[Your Signature]
[Your Full Name]
[Your Address]
[Your Contact Number]
[Your Email ID]

5. PNB Bank Account Discontinuation Request Application

To,
The Branch Manager,
Punjab National Bank,
[Branch Name],

[Branch Address],

Subject: Request for Account Discontinuation

Respected Sir/Madam,

I, [Your Name], holding a Savings Bank Account (A/C No: xxxxxxxxxx) with your esteemed bank at the [Branch Name] branch, request you to kindly discontinue my bank account with immediate effect.

Due to certain personal reasons, I am no longer able to maintain my account with PNB. I have already withdrawn my remaining balance and have no outstanding dues or liabilities towards the bank.

I have attached my passbook, unused cheque leaves, and debit card along with this application. Kindly process my request at the earliest and provide me with a confirmation of the account closure.

Thanking you for your prompt assistance in this matter.

Yours faithfully,

[Your Name]

[Full Address]

[Contact Number]

[Email ID]