

Application to Bank Manager for Closing Account

1. Application to Bank Manager for Closing Account Due to Relocation

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

Subject: Application for Closing Account Due to Relocation

Respected Sir/Madam,

I, [Your Full Name], holding a savings account in your esteemed bank with the account number [Your Account Number]. I have been a sincere and loyal customer of your bank for the past [number of years] years. Due to unforeseen circumstances, I am relocating to another city for work purposes, and I will not be able to continue operating this account in the future.

Hence, I kindly request you to initiate the account closing process for my savings account at the earliest. I have already cleared all my dues, and there are no outstanding payments or charges associated with my account. I understand that I am required to submit the necessary documents and return the checkbook, passbook, and debit card linked to my account.

Kindly transfer the remaining balance of my account to the following account:

Account Holder's Name: [Receiver's Full Name]

Account Number: [Receiver's Account Number]

Bank Name: [Receiver's Bank Name]

IFSC Code: [Receiver's Bank IFSC Code]

I would be extremely grateful if you could process my request promptly, as my relocation date is approaching soon. Please acknowledge the receipt of this application and inform me of the necessary steps I need to take to complete the account closing process.

Thanking you in advance for your cooperation and understanding.

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

2. Application to Bank Manager for Closing Joint Account after Divorce

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

Subject: Application for Closing Joint Account after Divorce

Respected Sir/Madam,

I am writing this application to request the closure of our joint account no. [Account number] in the name of [Your Name] and [Ex-spouse's Name]. Unfortunately, we have recently undergone a legal divorce (effective from [Divorce date]), and as a result of the mutual agreement, we have decided to close the joint account.

Both account holders have agreed to this decision, and we have made arrangements to divide the balance amount in the account. I have attached a copy of the divorce decree and a written and signed consent from my ex-spouse for your reference and verification.

Kindly proceed with the closure of the joint account at the earliest, and please provide us with the confirmation of the same. We would also request you to issue two separate demand drafts or cheques for our respective shares of the account balance as per our agreement.

Your prompt action in this matter will be highly appreciated.

Thank you.

Yours sincerely,

[Your Name]

[Your Address]

[City]

[Phone Number]

Date: [Date]

3. Application to Bank Manager for Closing Account to Avoid High Fees

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

Subject: Application for Closing Account to Avoid High Fees

Respected Sir/Madam,

I, [Your Name], holder of account number [Account Number], request the closure of my savings/current account with your esteemed bank. My decision to close the account stems from the high fees attached to the account, which has now become a financial burden on me.

In light of these circumstances, I kindly ask you to initiate the account closure process and release the remaining balance by way of a demand draft (DD) or electronic transfer to my alternative bank account with [Alternative Bank Name], bearing account number [Alternative Account Number] and IFSC code [IFSC Code].

I would like to request the closure of this account at the earliest possible convenience. I understand that I am required to submit my passbook, checkbook, and debit card associated with the account, and I am prepared to do so upon confirmation of account closure. Additionally, I would like to receive a written acknowledgment of my request and the closure of my account.

Thank you for your prompt attention to this matter, and I appreciate your cooperation in closing my account without any further issues.

Yours sincerely,

[Your Name]

[Address]

[Contact Number]

[Email ID]

4. Application for Transferring Balance and Closing Dormant Bank Account

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

Subject: Application for Transferring Balance and Closing Dormant Bank Account

Respected Sir/Madam,

I am writing this application to request the closure of my dormant bank account (Account Number: [Your Account Number]). Due to my relocation and the convenience of online banking, I have not made use of this account for the past few years, rendering it dormant.

I kindly request you to transfer the existing balance in this account to my active bank account (Account Number: [Your Active Account Number]) with [Your Active Bank Name], [Your Active Bank Branch Address]. I have attached a copy of my passbook and a canceled cheque for your reference.

I understand that there might be some charges for transferring the balance, and I am willing to bear those charges. Kindly let me know the required process and any additional documentation that I need to submit to complete this request.

Please find below my personal details for your reference:

Account Holder's Name: [Your Name]

Dormant Account Number: [Your Dormant Account Number]

Active Account Number: [Your Active Account Number]

IFSC Code: [Your Active Bank IFSC Code]

Contact Number: [Your Mobile Number]

Email ID: [Your Email Address]

I would appreciate your prompt attention to this matter and the closure of my dormant account at the earliest. Thank you for your assistance.

Yours faithfully,

[Your Name]

[Your Address]

[City, Postal Code]

[Date]

5. Application to Bank Manager for Closing Business Account after Dissolution

To,

The Bank Manager,

[Bank Name],

[Bank Branch Address],

Subject: Application for Closing Business Account after Dissolution

Sir/Madam,

I am writing to inform you that our business, [Name of the Business], has been dissolved w.e.f. [Date of Dissolution]. Consequently, I request you to close our business account (Account Number: [Business Account Number]) with your esteemed bank.

All transactions pertaining to the said account have been settled, and we have no outstanding dues or liabilities. I would appreciate it if you could kindly

provide us with a written confirmation of the account closure, along with a cheque or demand draft for the remaining account balance.

Please find enclosed a copy of the Board of Directors' resolution authorizing the dissolution of the business and the closure of the account. Additionally, I have attached the necessary identification documents and account closure form as required by your bank.

Kindly process our request at the earliest and acknowledge the receipt of this application. If you require any further information or documentation, please do not hesitate to contact me at [Your Contact Number] or [Your Email Address].

Thank you for your understanding and prompt attention to this matter.

Yours faithfully,

[Your Name],
[Your Designation],
[Name of the Business],
[Business Address],
[City],
[Pin Code].