

Bank of Baroda Account Closure Application

1. Bank of Baroda Account Closure Application for Transition to Joint Accounts

To,
The Branch Manager,
Bank of Baroda,
[Branch Name and Address]

Subject: Account Closure Application for Transition to Joint Account

Dear Sir/Madam,

I, [Your Full Name], holding a savings account in your esteemed bank with the account number [Your Account Number], would like to request the closure of this account and open a new joint account with [Joint Account Holder's Name].

I have decided to close the existing account and transition to a joint account for better financial management and ease of transactions. I would appreciate it if you could initiate the process at the earliest.

Kindly find the required account details and KYC documents of the primary and joint account holders enclosed with this application. We will visit the branch for further formalities and verification as per the bank's protocols.

Please transfer the remaining balance of my current account to the newly opened joint account, and confirm the closure of the existing account.

Thank you for your prompt attention to this matter. Looking forward to a hassle-free and quick transition.

Sincerely,

[Your Full Name]
[Your Account Number]
[Your Contact Number]
[Your Email Address]

Enclosures: KYC Documents for Primary and Joint Account Holders (Aadhar Card, PAN Card, Passport Size Photographs)

2. Bank of Baroda Account Closure Application due to Overseas Relocation

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

Date: [DD/MM/YYYY]

Subject: Account Closure Application due to Overseas Relocation

Respected Sir/Madam,

I am writing this application to request the closure of my savings account (A/c No: XXXXXXXXXXXX) with your esteemed bank. I have recently received an employment opportunity overseas and will be relocating to [Country Name] by [Date of Relocation]. Due to this reason, I will not be able to maintain my account with Bank of Baroda.

I have cleared all outstanding dues and have no pending liabilities in the account. I would like to request you to please initiate the account closure process and transfer the available balance to my alternate bank account with [Alternate Bank Name], A/c No: YYYYYYYYYYYY, and IFSC code: ZZZZZZZZZZ.

Please find enclosed a photocopy of my passbook and other relevant documents for your reference. I would be grateful if you could kindly process my request and provide me with a confirmation letter for the same.

I sincerely appreciate your assistance in this matter and thank you for your prompt attention to my request.

Yours faithfully,

[Your Name]

[Your Address]
[Your Contact Number]
[Your Email ID]

3. Bank of Baroda Account Closure Application for Switching to Savings Scheme Accounts

To,
The Branch Manager,
Bank of Baroda,
[Branch Address]

Subject: Account Closure Application for Switching to Savings Scheme Accounts

Dear Sir/Madam,

I, [Your Name], holding a savings account with Bank of Baroda, [Branch Name], with account number [Account Number], would like to request the closure of my existing savings account as I wish to switch to a Savings Scheme Account.

I have decided to opt for a Savings Scheme Account after considering its benefits and features, which align with my financial goals. Therefore, I kindly request you to close my existing savings account and help me open a new account under the desired savings scheme.

I am enclosing the necessary documents, including my savings account passbook, chequebook, and debit card, for your reference and perusal. I understand that any accrued interest and the remaining balance in my existing account will be transferred to my new Savings Scheme Account.

Kindly acknowledge the receipt of this application and initiate the account closure and switching process at the earliest. Your assistance in this matter will be highly appreciated.

Thank you for your prompt attention to my request.

Yours faithfully,

[Your Name]
[Your Contact Number]
[Your Email Address]

4. Bank of Baroda Account Closure Application related to Guardianship Change

To,
The Branch Manager,
Bank of Baroda,
[Branch Address],

Subject: Account Closure Application Related to Guardianship Change

Respected Sir/Madam,

I am writing this application to request the closure of the bank account (Account No: XXXXXXXX) held at your branch in the name of my ward, [Name of the Ward], as I am no longer serving as their legal guardian. The guardianship has been legally transferred to [New Guardian's Name] on [Date of Guardianship Change].

Kindly process the closure of the account at the earliest and transfer the balance amount to the new account (Account No: YYYYYYYY) opened under the guardianship of [New Guardian's Name] at the same branch.

Attached herewith are the necessary documents supporting the change in guardianship, including the court order and a copy of the new guardian's identity proof.

I would appreciate your prompt action and cooperation in this matter. Kindly acknowledge the receipt of this application and confirm the closure of the account.

Thanking you,

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

[Date]

5. Bank of Baroda Account Closure Application for Merging with Business Accounts

To,
The Branch Manager,
Bank of Baroda,
[Branch Name and Address]

Subject: Account Closure Application for Merging with Business Accounts

Respected Sir/Madam,

I am writing this application to request the closure of my personal savings account with Bank of Baroda, as I wish to merge the said account with my existing business account in the same bank. My details are as follows:

1. Account Holder's Name: [Your Full Name]
2. Account Number: [Your Account Number]
3. Branch Name: [Your Branch Name]

I have decided to consolidate my finances and believe that merging my personal account with my business account would help me manage my transactions more efficiently. Consequently, I kindly request you to close my personal savings account (Account Number: [Your Account Number]) and transfer the balance amount to my business account (Account Number: [Your Business Account Number]) maintained at [Your Business Account's Branch Name] branch.

I have cleared all outstanding dues and charges, if any, and have maintained the minimum required balance in both accounts. I have also stopped any ongoing ECS, EMI, or standing instructions linked to the aforementioned savings account.

Please find enclosed a photocopy of my account passbook, account statement, and identity proof for your reference and documentation purposes. I am ready

to provide any additional information or complete any necessary formalities, if required.

Kindly acknowledge the receipt of this application and confirm the closure of my personal savings account at the earliest. Your prompt assistance in this matter would be highly appreciated.

Thanking you,

Yours faithfully,

[Your Full Name]

[Your Address]

[Your Contact Number]

[Your Email Address]