

SBI Account Closure Application

1. SBI Account Closure Application for Minimizing Financial Clutter

To,
The Branch Manager,
State Bank of India,
[Branch Name],
[Branch Address],

Subject: Account Closure Application for Minimizing Financial Clutter

Sir/Madam,

I, [Your Name], an account holder of your esteemed bank, with account number [Your Account Number], have decided to close my account for minimizing financial clutter.

Due to having multiple bank accounts, it has become challenging for me to keep track of all transactions, which has further led to mismanagement of my finances. In order to streamline my financial activities and maintain better control over my monetary resources, I have decided to close certain accounts with different banks, including State Bank of India.

I request you to kindly initiate the account closure process for my aforementioned account at the earliest. I understand that there might be certain charges for account closure and I am willing to pay the required amount, which can be deducted from my account balance.

I have also cleared any outstanding dues or charges associated with the account. Kindly guide me through any further formalities or documents required for completion of the process. I assure you that I will cooperate fully and provide all necessary information.

Thank you for your prompt attention to this matter. I hope for a swift and seamless process.

Yours sincerely,

[Your Name]
[Your Address]
[Your Contact Number]
[Date]

2. Application to Close SBI Account after Account Holder's Demise

To,
The Branch Manager,
State Bank of India,
[Branch Name],
[Branch Address],

Subject: Application for Closure of SBI Account after Account Holder's Demise

Respected Sir/Madam,

I, [Your Name], son/daughter of [Account Holder's Name], would like to bring to your kind attention that my [Relation to Deceased], [Account Holder's Name], holding the account number [Account Number], has unfortunately passed away on [Date of Demise]. We are saddened by this loss and are trying our best to manage the affairs left behind.

In this regard, I kindly request you to close the above-mentioned account with immediate effect. I have attached a copy of the death certificate, along with the necessary account-related documents, as proof of the deceased's demise.

Kindly let me know the formalities and procedures to be followed in order to close the account and transfer the remaining balance to the nominee, [Nominee's Name], who is also the legal heir. I understand that there might be some formalities to be completed, and I assure you that all required documents will be provided.

I hope that you will understand the situation and take necessary action at the earliest. Your cooperation and assistance in this matter would be highly appreciated.

Thanking you,

Yours sincerely,

[Your Name],
[Your Address],
[Your Contact Number],
[Date]

3. SBI Account Closure Application for Simplifying Multiple Accounts Management

To,
The Branch Manager,
State Bank of India,
[Branch Name],
[Branch Address],

Subject: Account Closure Application for Simplifying Multiple Accounts Management

Respected Sir/Madam,

I am [Your Name], holding a savings account in your esteemed bank with account number [Your Account Number]. I would like to bring to your kind attention that I have multiple bank accounts in various branches of the State Bank of India, which has become difficult for me to manage simultaneously.

Therefore, I request you to kindly close my savings account in your branch to facilitate the simplification of my multiple accounts management. I have cleared all my dues and would like to transfer any remaining balance to my primary SBI account number [Primary SBI Account Number] in [Primary SBI Branch Name].

Kindly process my request at the earliest and provide me with a written confirmation after the successful closure of my account. I am enclosing my account passbook, unused cheque book, and ATM card with this application.

Thank you for your assistance in this matter.

Yours faithfully,

[Your Name]

[Your Address]

[Contact Number]

[Email ID]

[Date]

4. Switching Banks - Submitting an SBI Account Closure Application

To,
The Branch Manager,
State Bank of India,
[Branch Name],
[Branch Address],

Subject: Application for SBI Account Closure

Respected Sir/Madam,

I, [Your Name], am writing this application to request the closure of my savings account (Account Number: [Your Account Number]) held with the [Branch Name] branch of State Bank of India. Due to a change in circumstances, I have recently switched banks and have transferred all my funds and necessary financial transactions to the new bank.

I kindly request you to initiate the account closure process at the earliest and provide me with a confirmation upon completion. I understand that I need to return my debit card, passbook, and any unused cheque leaves to the bank. I will visit the bank branch personally to complete these formalities.

I also request you to provide a No Objection Certificate (NOC) and an account closure statement for my records. I assure you that I have cleared any outstanding dues, if any, related to this account.

Thank you for your prompt attention to this matter. I appreciate the services received from State Bank of India during the tenure of my association with the bank.

Yours faithfully,

[Your Name],

[Your Address],

[Your Contact Number],

[Your Email Address],

Date: [Date of Application]

5. SBI Account Closure Application due to Inactivity and Maintenance Fees

To,

The Branch Manager,

State Bank of India,

(Your Branch Name),

(Your Branch Address)

Subject: Request for Account Closure due to Inactivity and Maintenance Fees

Respected Sir/Madam,

I, (Your Full Name), am holding a savings account (Account Number: XXXXXXXXXXXX) in your esteemed bank at the (Your Branch Name) branch. Due to some personal reasons, I have been unable to operate my account for a considerable period, and it has become inactive.

I have recently come to know that the bank is levying maintenance fees on my inactive account. Considering these circumstances, I kindly request you to close my savings account and refund the available balance to me as soon as possible.

I am enclosing my passbook, unused chequebook, and debit card (if applicable) with this application. I understand that I am required to clear any outstanding dues/charges, if any, before the account closure. Kindly inform me if there are any formalities that need to be completed from my end.

I would highly appreciate your prompt attention to this matter, and I look forward to your positive response.

Thanking you,

Yours sincerely,

(Your Full Name)

(Account Number)

(Mobile Number)

(Email ID, if available)

(Date)