[Sender Name]

[Sender Designation]

[Bank Name]

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Response Letter to Bank’s Account Holder**

Dear Sir/Madam,

We received your letter on [mention date] in which you asked for the closure of your account number [mention account number] bearing the account title of [mention account title]. I am writing this letter in response to the aforementioned letter of yours.

I want to notify you that your request has been forwarded to our bank’s head office. This process will take about [mention number of days] days to complete. As soon as the process will be finished, your account will be closed.

For more details, you can contact me through the details given below.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Contact Details]