To,

[Name of Recipient]

[Designation of Recipient]

[Bank Name]

Date:

**Subject: Bank Account Termination Letter**

Dear Mr./Mrs. [name of Recipient],

This is to inform you that I will be terminating my bank account with your bank, with the account title [mention your Account Title] and account number [mention your account number].

As I am moving to another state, so that’s why I request you to please terminate this bank account and cease all the transactions or movements from this account.

For any queries, make sure to contact me through the given below details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]