To

The Branch Manager,

ICICI Bank,

Address.

Sub: Request to close bank account

Dear Sir,

I, **Ms Anuradha Uppalapati**, have a bank account in ICICI bank, II town branch, Vizag with account number **456789123**.

Due to my job transfer we are moving to a new place where I don’t hae a chance to avail the services of ICICI bank.

So here I am requesting you to please close my account with a/c no 456789123.

Please do the needful.

Thanking you.

Regards,

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