To Place:  
The Bank Manager, Date:  
Bank Name,  
Address.

Sub: Account closure application.

Ref: A/c no. 2540XXXXX20.

Dear Sir/Madam,

My name is **[your name]**, have two savings accounts in your bank with a/c nos. 3214XXXX65 and 2540XXXXX20 under the same CIF number 7514XXXX478.

I no longer need both accounts in the same bank, so I am closing one of my bank accounts with a/c no. 2540XXXX20.

So please close the above-mentioned account as early as possible.

I shall be thankful to you.

Regards,  
Your name.