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

Sub: Request to close salary account.

Dear Sir/Madam,

I am [**your name]**, holder of the salary account in your bank with a/c no 5412XXXX20. The account was created during my employment at [company name].

But now I've left the company and no salary will be credited to this account.

So I request you to please close my salary account of the above-mentioned account number. I have enclosed my cheque book and debit card with this letter.

Thanks in advance.

Sincerely,  
Your name.