To Place: Visakhapatnam  
The Bank Manager, Date: 15 July 2022.  
State Bank of India,  
Madhurawada,  
Visakhapatnam.

Sub: Account closure application.

Respected Sir,

I am **Ravi Padala**, account holder of your bank with a/c no. **3210XXXX456**. Due to some personal reasons, I am closing my bank account.

I have withdrawn the entire balance amount and made the balance Nil.

Kindly close my bank account as soon as possible.

Thanks for your banking services for all these days.

Thanking you.

Sincerely,  
Ravi Padala.