To Place: Visakhapatnam  
The Bank Manager, Date: 15 July 2022.  
HDFC Bank,   
Dwaraka Nagar Branch,  
Visakhapatnam.

Sub: Account closure request.

Dear Sir,

My name is **Lavanya Jain**, account holder of your bank with a/c no. **2745XXXX4130**. I am moving to a new city due to my job transfer and getting a new salary account with another bank.

I like your bank services, however, I don’t need multiple accounts. So I am closing this account.

I am returning my passbook, cheque book, and debit card with this letter.

So please close this account as early as you can.

Thanking you.

Yours sincerely,  
Lavanya Jain.