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

Sub: Account closure request.

Dear Sir/Madam,

I am **[Your name],**  have an account in your bank with a/c no. XXXXXXXX. But now I am closing it for personal reasons. So please close my bank account.

I hope you close my account as quickly as you can.

Thanking you.

Sincerely,  
Your name.