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

Sub: Current account closure request.

Respected Sir/Madam,

I am **[your name]**, have a current account in your bank with a/c no. XXXXXXXX. Due to personal issues, I no longer want to maintain this account and I want to close it.

I am enclosing the related passbook and cheque book along with this letter.

And I request you to kindly close my current account as soon as possible.

Thanking you.

Yours sincerely,  
Your name.

Yours faithfully,  
Your name.