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

Sub: Account close application.

Respected Sir/Madam,

My name is **[your name]**, I want to close my savings account with a/c no. XXXXXXXXX. I'm moving to another city because of a job transfer, so I want to close this account.

Please close this account and transfer the balance to another account of mine, which has been mentioned below.

Name:  
A/c No:  
Bank name:  
IFSC code:

Regards,  
Your name.