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.