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

Sub: Closing Account.

Respected Sir/Madam,

I am **[your name],** holder of a savings bank account in your bank with a/c no. XXXXXXXXXX.

Due to some personal reasons, I would like to close my bank account with immediate effect.

Therefore please close my bank account as early as possible.

Thanking you.

Sincerely,  
Your name.