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

Sub: Closure of savings bank account

Respected Sir/Madam,

My name is **[your name]**, holding a savings account in your bank with a/c no. XXXXXXXXXXX.

I am not using this account for a long time and I don’t need it anymore. So I decided to close this account permanently.

I am returning my passbook, cheque book, and debit card along with this letter.

Therefore please close my account as quickly as possible.

Finally, thank you for providing your banking services for all these days.

Yours faithfully,  
Your name.