**Notice letter to bank template**

(Recipient’s address)

(Your address and contact details)

(Date in full)

(Objective of letter – no more than 1 sentence)

(Dear Mr./Mrs./Ms./Miss insert full name),

I am writing to inform you that I would like to close my account (insert name of account) because of the following reason (insert reason)

The bank details are as follows:

Account number:

Sort code:

All back payments have been paid off and I have paid off the overdraft that I had. I would like conformation of the account closure and therefore please use the contact details above to contact me.

Yours sincerely,

(Insert full name)