

Letter to Close Bank Account And Transfer Funds

From,
Akash Chopra
34 Green Colony
Delhi – 110016

Date: 15th July 2019

To,
The Bank Manager
The Indian Bank
Green Colony
Delhi – 110016

Subject: Application to close the account and funds transfer

Dear Sir/Madam,

I have a savings account in your branch with Account No – 543216599. I have moved to another city and will not be able to operate this account anymore. I request you to close my account and transfer the funds to my other savings account. The details of the second account are given below:

Name: Akash Chopra
Savings Account No: 568900077
Bank: Indian Bank
Address: Navi Mumbai, Maharashtra – 400050

I have also attached the documents of proof with this letter. I look forward to the early processing of my request. It was a pleasure banking with you.

Thanks and Regards,

Yours Sincerely,

Akash Chopra
(Signature)

