

Relocation-Based Closure Message

Subject: Bank Account Closure Due to Permanent Relocation

Dear Banking Team,

I hope this message finds you well. I am writing to inform you of my permanent relocation to [City, State/Country] and request the immediate closure of my account [Account Number] with your branch.

Due to the distance and lack of local branches in my new location, maintaining this account is no longer practical. I have already established banking relationships in my new city and need to consolidate my financial accounts.

Please process the account closure and mail the final balance via certified check to my new address: [New Address]. I have attached a copy of my new address proof for verification purposes. I appreciate the excellent service your team has provided during my time as your customer. Please send confirmation of the closure to my new address.

Best regards,

[Your Name]

[Contact Information]

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