

Date : \_\_\_\_\_

To:  
The Secretary,  
The Accountant General's Office Employees' Co-Operative Bank Limited,  
Bangalore – 560001.

Madam,

**Subject: - Closing of Saving Bank Account**

Referring to the subject mentioned above, I hold a Savings bank Account bearing number \_\_\_\_\_ in your esteemed Bank. Due to personal reasons, I am not in the position to operate the said account. I am enclosing the unutilized cheques along with this letter. I request your goodself to kindly close the account and credit the balance in my account along with till date interest to account bearing number \_\_\_\_\_ held by \_\_\_\_\_ or issue me a pay order in my name.

Kindly do the needful and oblige,

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_