

To,
The Bank Manager,
RBL Bank,
Bhopal (M.P)

Subject: Close saving bank account with RBL

This letter is a request to close my RBL bank account 12345667. I haven't used this account in a long time. Now I've chosen not to keep this account. I'm returning my debit/credit card, passbook, and chequebook to the bank branch attached with the account closure form. I request you to repay my existing balance via demand draft or transfer it to my new account.

It would be great if you do it as soon as possible.

Thanking You
Yours Faithfully,
(Name and Signature with Date)
Account No.- xxx-xxx-xxx-xxx