

The Manager

Paschim Banga Gramin Bank

Date:

Subject: Request for Closing Bank Account

Sir,

I am \_\_\_\_\_, and I have an account with your bank. In the last few months, I have not been able to maintain the account due to some personal reasons, and so I would like to close the account. So, I am enclosing the account passbook along with other bank products that I have. So, I request that you kindly initiate the closing process as soon as possible.

Thanking you.

Yours faithfully,