

To,
The Branch Manager,
Punjab National Bank,
Branch: _____

Date: ____ / ____ / ____

Customer I D: _____

SUBJECT: Request for Account Closure and Transfer of Outstanding Balance

Respected Sir/Madam,

I/We wish to close my/our bank account maintained at your branch. I request you to transfer the remaining balance, including any accrued interest, to the new account details provided below.

1. DETAILS OF ACCOUNT TO BE CLOSED

Account Holder Name _____

Account Number _____

Reason for Closure _____

2. TRANSFER DETAILS (TARGET ACCOUNT)

Please transfer the final balance to the following account:

- **Beneficiary Name:** _____
- **Bank & Branch Name:** _____
- **Account Number:** _____
- **IFSC Code:** _____

3. SURRENDER OF BANK ASSETS

I/We are returning the following items associated with the account (Please tick):

- **Unused Cheque Leaves** (Numbers: _____ to _____)
- **Debit / ATM Card** (Last 4 Digits: _____)
- **Passbook**

4. DECLARATION

I/We understand that once the account is closed, no further transactions can be made. I/We confirm that all outstanding dues, if any, have been cleared.

Yours Sincerely,

_____ (Signature of Account Holder)