

Date: [Insert Date]

To:

[Name of Financial Institution/Bank]
[International Department/Branch Name]
[Full Address]
[Country]

Re: Formal Request for Asset Settlement and Account Closure

Account Name: [Insert Full Account Name]

Account Number: [Insert Account Number/IBAN]

Swift/BIC Code: [Insert Code]

To Whom It May Concern,

I am writing to formally request the settlement of all assets and the subsequent closure of the above-referenced offshore account held with your institution.

Please liquidate all holdings, including but not limited to investment portfolios, foreign currency balances, and accrued interest, into the primary currency of the account. Once the final balance is determined, please deduct any applicable administrative fees or closing costs.

I instruct you to transfer the total remaining balance to the following domestic account:

- **Beneficiary Bank:** [Insert Bank Name]
- **Bank Address:** [Insert Full Address]
- **Account Holder:** [Insert Your Full Name]
- **Account Number/IBAN:** [Insert Number]
- **Swift/BIC Code:** [Insert Code]
- **Routing/Sort Code:** [Insert Code if applicable]

Please provide a final closing statement and a confirmation of the wire transfer for my records. I also request a formal "Certificate of Closed Account" or equivalent documentation for tax compliance purposes in my jurisdiction.

I confirm that this request is made in accordance with all applicable international banking regulations. Should you require further identity verification or additional documentation to process this settlement, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Current Residential Address]

[Your Passport/ID Number]