

Bank Name

Branch Address

City, State, Zip Code

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the closure of our business account with your bank. The account details are as follows:

Account Name: [Your Business Name]

Account Number: [Your Account Number]

Business Registration Number: [Your Registration Number]

We request that you process this closure effective immediately. Please confirm the closure of the account in writing and send any remaining balance to the address provided above.

Thank you for your assistance in this matter. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Business Name]