

Bank Account Closure Request

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the closure of our business bank account with the account number [Account Number] effective immediately.

Please transfer any remaining balance to the following account:

[New Account Name]
[New Bank Name]
[New Account Number]

Kindly confirm the closure of this account in writing.

Thank you for your attention to this matter.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]