

Dear [Account Holder's Name],

We are writing to inform you that your business account (Account Number: [Account Number]) with [Bank Name] will be officially closed as of [Closing Date]. This decision was made following your recent request for account closure.

Please ensure that all outstanding transactions are settled and that any remaining balance is withdrawn before the closing date. After this date, any remaining funds will be directed to your linked account or made available in the form of a cheque.

If you have any questions regarding this process, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email Address]. We appreciate your business and hope to serve you again in the future.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

[Bank Address]

[Bank Phone Number]

[Bank Email Address]