

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request the cancellation of my business account with your company, effective immediately. My account details are as follows:

Account Name: [Your Business Name]
Account Number: [Your Account Number]

Please confirm the cancellation of my account in writing and ensure that no further charges are incurred. If there are any final steps required on my part, please let me know.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Business Name]