

Business Account Closure and Final Settlement

[Your Name]

[Your Position]

[Your Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address Line 1]

[Bank Address Line 2]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the closure of our business account with [Bank Name], account number [Account Number], effective immediately. Due to [reason for closure, e.g., "a strategic shift in our business operations"], we have decided to close this account.

As part of this closure, I would like to request a final settlement of the account balance as of [date]. Kindly process any pending transactions and ensure that the remaining balance is transferred to the following account:

[Recipient Bank Name]

Account Name: [Recipient Account Name]

Account Number: [Recipient Account Number]

Routing Number: [Routing Number]

Please confirm the closure of the account and the transfer of funds at your earliest convenience. Additionally, I would appreciate receiving written confirmation once the account has been closed.

Thank you for your attention to this matter. Should you need any further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]
[Your Company Name]