

Business Account Termination Notice

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of our decision to terminate our business account with [Recipient Company Name], effective [Termination Date]. This decision has been made after careful consideration and in accordance with our agreement.

We kindly ask you to ensure that all pending transactions are settled by the termination date and that you provide confirmation of the account closure. Please let us know if you require any further information or have any questions regarding this notice.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]