

# Closure Notification for Business Account

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that we will be closing our business account with [Bank/Financial Institution Name] as of [Closure Date]. This decision has been made as a result of [brief reason for closure].

Please ensure that all pending transactions are completed before the closure date. Any remaining balance will be transferred to [Insert Method of Transfer].

We appreciate the services and support provided by [Bank/Financial Institution Name] during our time as a customer. If you have any questions regarding this closure, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]