

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Account Closure

Dear [Bank Manager's Name],

I am writing to formally request the closure of my business account with [Bank Name], account number [Account Number], effective immediately.

All outstanding balances have been settled, and I would appreciate confirmation of the closure at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]