

Letter of Intent to Close Business Account

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Intent to Close Business Account #[Account Number]

Dear [Bank Manager's Name],

I am writing to formally notify you of our intent to close our business account #[Account Number], held under [Your Company Name]. This decision has been made after careful consideration, and we believe it is in the best interest of our business.

Please let us know the steps required to complete this account closure, as well as any final transactions or procedures we need to be aware of. We would appreciate written confirmation of the account closure once it has been processed.

Thank you for your attention to this matter, and for the services provided to us during our time as a client.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]