

Request to Close Business Banking Account

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the closure of our business banking account with your institution. The account details are as follows:

Account Name: [Your Business Name]
Account Number: [Your Account Number]
Business Type: [Your Business Type]

Please process this request at your earliest convenience. If there are any outstanding transactions or requirements, kindly inform me as soon as possible. Additionally, please send me a written confirmation once the account has been closed.

Thank you for your attention to this matter. Should you have any questions, feel free to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]