

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Request for Closure of Business Account

I hope this letter finds you well. I am writing to formally request the closure of my business account with your bank. Below are the account details for your reference:

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

Please consider this letter as a formal instruction to close the stated account. I would appreciate it if you could follow these instructions:

1. Confirm the closure of the account and any final balance that may need to be transferred or disbursed.
2. Provide written confirmation of the account closure to my address listed above.
3. Ensure that any pending transactions or outstanding fees are resolved before finalizing the closure.
4. If there are any necessary forms or documents to complete the process, kindly include them in your response.

Thank you for your assistance in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information or documentation.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Business Name]