

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

Subject: Request for Business Account Closure

Dear [Bank Manager's Name],

I am writing to formally request the closure of my business account with your institution, under the name [Business Name] and account number [Account Number].

After careful consideration, I have decided to discontinue this account and would like to ensure that the closure is processed smoothly. Please confirm that all outstanding transactions have cleared, and let me know if there are any additional steps or documentation required on my part to complete this process.

I appreciate your assistance in this matter and look forward to your prompt response to confirm the closure of my account.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Job Title]
[Business Name]