

[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 or Customer Service Department],

Subject: Request for Closure of Business Account

I hope this message finds you well. I am writing to formally request the closure of my business account with [Bank Name], with the account number [Account Number].

Due to [brief reason for closure, e.g., changes in business structure, relocation, etc.], I have decided to close this account effective immediately.

Please ensure that any remaining balance is transferred to my designated account, details of which are as follows:

[Your New Account Information if applicable]

I kindly request written confirmation of the closure and any final documentation required to finalize this process.

Thank you for your assistance in this matter.

Sincerely,

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