

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Business Account

I am writing to formally notify you that we will be terminating our business account with [Recipient's Company Name], effective [Date]. The decision to close this account was made after careful consideration of our current business needs and priorities. We appreciate the services provided during our partnership and value the relationship we have built. Please let us know if there are any outstanding matters that need to be resolved and ensure that the final billing statement is sent to us by [Final Statement Date].

Thank you for your understanding. We wish [Recipient's Company Name] continued success in the future.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]