

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Confirmation of Business Bank Account Closure

Dear [Bank Manager's Name or Customer Service],

I am writing to formally confirm the closure of our business bank account with [Bank Name], account number [Account Number], as of [Date of Closure].

Please ensure that any remaining balance has been withdrawn or transferred as per our prior discussions. We request a final statement confirming the closure of this account for our records.

Thank you for your assistance throughout our banking relationship. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]