

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

Subject: Notification of Business Account Closure

Dear [Bank Manager's Name],

I am writing to formally notify you of my intention to close my business account with [Bank Name]. The account details are as follows:

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

Please consider this letter as my official request to close the account effective immediately. I would appreciate your assistance in processing this request and ensuring that any remaining balance is transferred to my designated account or issued as a check.

If there are any forms or procedures I need to complete to finalize this closure, please let me know at your earliest convenience. I would like to thank [Bank Name] for the services provided during our banking relationship.

Sincerely,

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