

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

[Date]  
[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request to Close Business Account

Dear [Bank Manager's Name],

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

Please ensure that any remaining balance is transferred to the following account: [New Account Details or indicate if you would prefer a check].

I request that you confirm the closure of my account in writing and provide any final statements needed for my records.

Thank you for your prompt attention to this matter.

Sincerely,

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