

[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],

Subject: Closing of Business Bank Account

I am writing to formally request the closure of our business bank account with the following details:

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

Please ensure that any remaining balance in the account is transferred to the following account:

- [New Account Name]
- [New Account Number]

I request that you send me a written confirmation once the account is closed. If you require any further information or documents to process this request, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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