

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

Dear [Recipient Name],

I am writing to formally request the discontinuation of my business account services with [Company Name], effective immediately.

My account details are as follows:

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

Please ensure that all services are ceased and that no further transactions are processed. I would appreciate confirmation of the account closure and any final statements necessary for my records.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]