

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

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

Subject: Letter of Intent to Close Business Account

Dear [Bank Manager's Name],

I am writing to formally notify you of my intent to close the business account [Account Number] held under [Business Name] as of [Desired Closing Date].

Please let me know the necessary steps to complete this process and if there are any pending transactions or final balances that need to be addressed.

I appreciate your assistance and prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]  
[Your Position]  
[Business Name]  
[Business Address]  
[City, State, Zip Code]