

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

Subject: Notice of Account Closure

Dear [Bank Manager's Name],

I am writing to formally notify you of our decision to close our business account [Account Number] with [Bank Name] effective [Closure Date]. Please consider this letter as our official request to terminate all services associated with this account. We kindly ask you to process outstanding transactions and ensure that any remaining balance is transferred to our designated account, which is [New Account Details, if applicable].

If you require any further information or documentation to facilitate this closure, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]