

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

Dear [Bank Manager's Name],

Subject: Request for Closure of Business Account

I am writing to formally request the closure of our business account with [Bank Name], account number [Account Number].

We appreciate the services provided to us during our time with your institution. However, due to [brief reason for closure, e.g., restructuring, change of banking partner], we have decided to close this account.

Please find attached any necessary documentation required for the account closure process. We kindly request that you process this closure at your earliest convenience and send us a confirmation once it has been completed.

If there are any remaining balances, please transfer the funds to the following account:

[New Bank Account Details]

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]