

[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],

Subject: Termination of Business Account

I hope this letter finds you well. I am writing to formally request the termination of our business account with [Company Name], effective immediately.

Due to [brief explanation of the reason, if appropriate], it has become necessary for us to discontinue our account. Please consider this letter as the official notification required as per our agreement.

We kindly ask you to confirm the termination of the account and any final statements or processes required to complete this action.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]