

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

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

Dear [Bank Manager's Name],

Subject: Termination of Business Banking Relationship

I am writing to formally notify you of my decision to terminate our business banking relationship with [Bank Name], effective [specific date].

This decision was made after careful consideration of our banking needs and current services provided.

Please advise me on the necessary steps to finalize this process, including the closure of all accounts associated with our business, and ensure any remaining balances are disbursed accordingly.

I appreciate the service provided by [Bank Name] during our relationship and wish the bank continued success.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]