

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

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

Subject: Termination of Business Account

Dear [Bank/Company Name] Customer Service,

I am writing to formally request the termination of my business account with your institution, effective immediately.

Account Details:

- Account Name: [Your Business Name]
- Account Number: [Your Account Number]

Please confirm the closure of the account and specify any final steps I need to take. Additionally, I request that you send me a final statement reflecting the closure.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position]  
[Your Business Name]