

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

Subject: Request to Close Business Bank Account

Dear [Bank Manager's Name or Customer Service],

I am writing to formally request the closure of my business bank account with [Bank Name]. Below are the details of the account I wish to close:

- Account Name: [Your Business Name]
- Account Number: [Your Account Number]
- Type of Account: [Checking/Savings/Other]

Please process this request at your earliest convenience. I would appreciate confirmation of the account closure via email or mail and any final statements required.

If there are any remaining funds, please transfer them to my designated account:

- Account Name: [Your Personal Name or Business Name]
- Account Number: [Your Transfer Account Number]
- Bank Name: [Your Transfer Bank Name]

Thank you for your assistance.

Sincerely,

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