

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

Subject: Request for Business Account Closure

Dear [Bank Manager's Name],

I am writing to formally request the closure of my business account, [Account Number], held at [Bank Name]. Please consider this letter as my official notice to close the account effective immediately.

I would appreciate it if you could provide me with a final statement and confirm the closure of the account in writing. If there are any remaining balances or outstanding matters, please inform me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]
[Your Business Name]