

[Your Name/Authorized Signer]

[Business Name]

[Business Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

RE: Request to Close Business Checking Account

To Whom It May Concern,

Please accept this letter as a formal request to close the following business checking account held at your institution:

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

I request that all remaining funds in this account, including any accrued interest, be consolidated and sent to me via the following method (select one):

Option 1: Cashier's Check

Please mail a check for the full remaining balance to the business address listed above.

Option 2: Wire Transfer/Electronic Transfer

Please transfer the full remaining balance to the following external account:

Bank Name: [New Bank Name]

Account Name: [Business Name]

Routing Number: [Routing Number]

Account Number: [Account Number]

I confirm that all outstanding checks have cleared and all automated payments/deposits have been canceled or redirected. Please stop any further service charges or fees on this account effective immediately.

Please send a written confirmation once the account closure is complete.

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., President/Owner]