

[Current Date]

[Bank Name]

[Bank Branch 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:

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

I request that the remaining balance in this account be issued in the form of a **Cashier's Check** made payable to **[Business Name]**.

Please mail the Cashier's Check and any final closing statements to the following address:

[Mailing Address]

[City, State, Zip Code]

I have ceased all automated deposits and withdrawals for this account. If there are any fees associated with the issuance of the Cashier's Check, please deduct them from the final account balance before closure.

Please provide a written confirmation once the account has been officially closed. If you have any questions regarding this request, I can be reached at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Position]