

[Current Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

RE: Notice of Business Account Closure

To Whom It May Concern,

Please accept this formal request to close the following business checking account(s) held at your institution:

- **Business Name:** [Full Legal Business Name]
- **Account Number:** [Account Number]
- **Tax ID / EIN:** [Business Tax ID Number]

Effective as of [Date], please cease all activity on this account. I have confirmed that all outstanding checks and pending transactions have cleared.

Please transfer the remaining balance, including any accrued interest, via the following method:

[Option 1: Wire/ACH Transfer]

Bank Name: [Receiving Bank Name]

Account Name: [Receiving Account Name]

Routing Number: [Routing Number]

Account Number: [Account Number]

[Option 2: Check by Mail]

Please issue a check payable to "[Legal Business Name]" and mail it to:

[Mailing Address]

[City, State, Zip Code]

Once the account is closed and the funds have been transferred, please provide written confirmation to the address listed above.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Phone Number]