

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

RE: Notice of Account Closure due to Business Dissolution

To Whom It May Concern,

Please accept this formal request to close the following business checking account(s) effective [Date]:

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

The business is being formally dissolved, and all operations have ceased. I have enclosed a copy of the [Articles of Dissolution / Dissolution Certificate] as filed with the State of [State Name].

Please issue a check for the remaining balance in the account, including any accrued interest, payable to **[Name of Person or Entity to receive funds]** and mail it to the following address:

[Mailing Address]

[City, State, Zip Code]

I confirm that all outstanding checks have cleared and all automatic payments/debits have been cancelled. Please stop all further activity on this account immediately.

If you require any further documentation or have questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., President / Managing Member]