

[Your Name/Authorized Signer Name]
[Business Name]
[Current Business Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

RE: Closure of Business Checking Account #[Your Account Number]

To Whom It May Concern,

Please accept this letter as a formal request to close the business checking account referenced above, effective [Date]. This decision is due to the relocation of our business operations to a new area outside of your service region.

I have confirmed that all outstanding checks and pending transactions have cleared. Please stop all recurring electronic transfers and automated payments associated with this account immediately.

Please issue a check for the remaining balance, including any accrued interest, and mail it to our new business address provided below:

[New Business Name/Recipient Name]
[New Business Street Address]
[New City, State, Zip Code]

If there are any forms required to finalize this closure, or if you need further verification, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title/Position]