

[Your Name/Authorized Signatory Name]
[Title, e.g., CEO, Treasurer]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Request to Close Corporate Business Checking Account

To Whom It May Concern,

Please accept this formal written notice to close the following corporate business checking account held at your institution:

Account Name: [Full Legal Company Name]
Account Number: [Account Number]
Routing Number: [Routing Number]

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

Please issue a check for the remaining balance in the account, including any accrued interest, made payable to **[Full Legal Company Name]**. Please mail the final check and the closing statement to the following address:

[Mailing Address for Final Check]
[City, State, Zip Code]

If you require any further documentation or have questions regarding this request, please contact me directly at [Phone Number].

Thank you for your assistance with this matter.

Sincerely,

[Signature]

[Typed Name]
[Title]
[Company Name]