

[Your Name/Authorized Signer]
[Business Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[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 formal request to close the following business checking account held at your institution:

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

This account is currently inactive. Please stop all recurring transactions and close the account effective immediately.

Regarding the remaining balance of \$[Amount], please:

- Issue a check for the remaining funds and mail it to the business address listed above.

Please send a written confirmation once the account has been officially closed. If you require further information or additional documentation, please contact me at [Phone Number] or [Email Address].

Thank you for your assistance.

Sincerely,

[Signature]
[Printed Name]
[Title/Position]