

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request to Close Joint Business Checking Account

To Whom It May Concern,

Please accept this formal request to close the joint business checking account held at your institution.

Account Details:

Business Name: [Full Business Name]

Account Number: [Account Number]

Account Type: Joint Business Checking

We have verified that all outstanding checks and pending transactions have cleared. Please issue a check for the remaining balance, including any accrued interest, made payable to [Business Name or Primary Owner Names].

Please mail the final balance check and a written confirmation of the account closure to the following address:

[Mailing Address]

[City, State, Zip Code]

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signer 1 Name]

[Title]

[Authorized Signer 2 Name]

[Title]