

[Your Name]
[Your Title, e.g., Managing Member]
[LLC 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
Account Name: [LLC Name]
Account Number: [Account Number]

Dear Bank Representative,

Please accept this formal request to close the business checking account referenced above, effective [Date].

I have verified that all outstanding checks and pending transactions have cleared. Please issue a check for the remaining balance, including any accrued interest, payable to [LLC Name]. Please mail the final check and the closing statement to the business address listed above.

If there are any forms or additional steps required to finalize this closure, please contact me at [Phone Number] or [Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Signature]

[Printed Name]
[LLC Name]