

[Your Name/Business Representative Name]
[Business Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

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

To Whom It May Concern,

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

I have verified that all outstanding checks and automated transactions have cleared the account. Please issue a check for the remaining balance, including any accrued interest, made payable to [Business Name].

Please mail the final balance check and the formal closing confirmation to the following address:

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

If there are any additional requirements or forms needed to finalize this request, please contact me immediately at [Phone Number].

Sincerely,

[Signature]

[Printed Name]
[Title/Position]