

[Your Name/Authorized Signer Name]
[Your Business Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: Request to Close Business Checking Account

Account Name: [Business Name]

Account Number: [Your Account Number]

To Whom It May Concern,

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

Please distribute the remaining balance in the account, including any accrued interest, via the following method (select one):

- Enclosed check sent to the business address listed above.
- Transfer to my other account at your institution: [New Account Number].

I confirm that all outstanding checks have cleared and all recurring automatic payments/debits have been canceled or moved to another institution.

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

Sincerely,

[Signature]

[Your Printed Name]
[Your Title/Position]