

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

[Date]

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

RE: Request to Close Business Checking Account

To Whom It May Concern,

Please accept this letter as a formal request to close the following business checking account:

- **Account Name:** [Exact Name on Account]
- **Account Number:** [Your Account Number]

This account currently holds a zero balance (\$0.00). I have confirmed that all pending checks, automatic payments, and deposits have been cleared or redirected to another institution.

Please provide written confirmation that this account has been closed and that no further service fees will be applied. If there are any final forms required to complete this process, please send them to the address listed above.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]