

[Your Company Name]
[Current Address Line 1]
[Current Address Line 2]
[City, State, Zip Code]
[Date]

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

RE: Notice of Account Closure - Account Number(s): [Insert Account Number(s)]

To Whom It May Concern,

Please accept this letter as formal notification to close the above-referenced business account(s) held at your institution, effective [Date].

The reason for this closure is due to a domestic corporate relocation. Our company is moving its headquarters to [New City, State], and we have decided to consolidate our banking operations in that region.

Please issue a check for the remaining balance in the account(s), including any accrued interest, payable to **[Your Company Name]**. Please mail the final check and the closing statement to our new corporate address provided below:

[Your Company Name]
[New Address Line 1]
[New Address Line 2]
[New City, State, Zip Code]

We have ensured that all outstanding checks have cleared and all automated payments/deposits have been cancelled or redirected. If there are any fees associated with this closure, please deduct them from the final balance.

Should you require further information or additional documentation to finalize this request, please contact me directly at [Phone Number] or [Email Address].

Thank you for your past service.

Sincerely,

[Authorized Signature]

[Printed Name]
[Job Title/Position]