

[Your Name/Authorized Signatory]
[Your Business Name]
[Current Phone Number]
[Email Address]

[Date]

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

RE: Closure of Business Account #[Your Account Number]

To Whom It May Concern,

Please accept this formal notification to close the business account(s) listed below held at your institution, effective [Date of Closure]:

- Account Type: [e.g., Checking/Savings]
- Account Number: [Number]

The reason for this request is the permanent relocation of our business operations to a new domestic location at: **[New Business Address, City, State, Zip Code]**. Due to this move, we have decided to consolidate our banking services within our new region.

Regarding the remaining balance in the account, please [choose one: issue a cashier's check / transfer the funds via wire] to the following account:

- Bank Name: [New Bank Name]
- Routing Number: [Routing Number]
- Account Number: [Account Number]

I have destroyed all associated debit cards and checks for this account. Please send the final closing statement and any tax-related documentation to my new address mentioned above.

If you require any further information or additional signatures to complete this process, please contact me at [Your Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title/Position]