

[Company Name]  
[Current Registered Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Bank Manager Name or Department]  
[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

**Subject: Closure of Business Bank Account - [Account Number]**

To Whom It May Concern,

Please accept this formal request to close the following corporate account(s) held at your branch in the name of [Company Name]:

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

The reason for this closure is the international relocation of our business operations to [Country Name], effective [Date].

Please transfer the remaining balance, including any accrued interest, via [Wire Transfer/Check] to the following account:

- Bank Name: [New Bank Name]
- Account Holder: [Company Name]
- Account Number / IBAN: [New Account Details]
- SWIFT/BIC Code: [SWIFT Code]

I have enclosed the [Company Debit Cards/Unused Checks] associated with this account. Please provide a written confirmation once the closure process is complete and a final statement of account.

Should you require any further documentation or authorization, please contact me at [Phone Number].

Sincerely,

[Signature]  
[Full Name]

[Job Title/Position]

[Company Stamp/Seal]