

[Your Name]  
[Your Title/Position]  
[Business Name]  
[Current Business Address]  
[Phone Number]  
[Email Address]

[Date]

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

RE: Closure of Business Account(s)

To Whom It May Concern,

I am writing to formally request the closure of the following business account(s) held at your institution:

- Account Name: [Exact Business Name on Account]
- Account Number: [Account Number 1]
- Account Number: [Account Number 2 - Optional]

The reason for this request is the international relocation of the business and its principals. Effective [Date], the business will no longer be operating in this jurisdiction.

Please disburse any remaining funds, including accrued interest, via the following method (select one):

- A cashier's check mailed to the forwarding address listed below.  
 A wire transfer to the following external account: [Bank Name, Routing Number, Account Number].

Forwarding Address:  
[New International Address]  
[Country]

Please provide written confirmation once the accounts have been closed and the final balance has been transferred. If there are any outstanding requirements or documents needed to complete this process, please contact me immediately at [Phone Number] or [Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Business Name]