

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

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

RE: Notice of Business Account Closure

To Whom It May Concern,

Please accept this letter as a formal request to close the following business banking account(s) effective [Date]:

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

I have decided to close this account due to repeated teller errors and inconsistencies experienced at your branch location. These frequent mistakes have made it difficult to manage our business finances reliably.

Please issue a check for the remaining balance in the account, including any accrued interest, and mail it to the business address listed above. I have confirmed that all outstanding checks and automated transactions have cleared.

Kindly provide written confirmation once the account closure process is complete.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title/Position]