

[Company Letterhead/Logo]

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Notice of Corporate Account Closure

To the Branch Manager,

Please accept this letter as formal notification to close the following corporate accounts held at your institution, effective [Date]:

- Account Name: [Company Name]
- Account Number: [Account Number 1]
- Account Number: [Account Number 2]

This decision is a direct result of the recent increase in [mention specific fees, e.g., monthly maintenance fees/transaction fees], which our company finds unacceptable and non-competitive. We have decided to move our banking operations to an institution that offers a fee structure more aligned with our business needs.

Please process the remaining balance in these accounts by [Method: e.g., issuing a cashier's check / transferring via wire] to our new account details provided below:

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

Kindly provide a final statement for each account and written confirmation once the closure process is complete. Please ensure all scheduled automated payments and standing orders are cancelled immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Print Name]

[Job Title/Authorized Signatory]

[Company Name]