

[Your Name/Title]
[Your Company Name]
[Your Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Notice of Business Account Closure - Account Number: [Your Account Number]

To Whom It May Concern,

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

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

This decision follows the recent notification regarding the increase in service fees. After reviewing our financial requirements, we have decided to move our business to a provider that offers a more competitive fee structure.

Please provide a final statement and transfer the remaining balance of \$[Amount] via [Check/Wire Transfer] to the following address/account:

[New Bank Name/Address or Mailing Address]
[Routing/Account Number if applicable]

Please confirm in writing once the account has been officially closed and ensure that all automatic payments or standing orders associated with this account are cancelled immediately.

Thank you for your assistance in this matter.

Sincerely,

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