

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

RE: Request to Close Business Checking Account

To Whom It May Concern,

Please accept this formal request to close the following business checking account held at your institution:

- **Account Name:** [Full Registered Company Name]
- **Account Number:** [Account Number]

This account is currently inactive, and we have decided to close it effective immediately. Please stop all recurring payments and automated debits associated with this account. All remaining checks have been destroyed.

Please issue a check for the remaining balance, including any accrued interest, payable to **[Company Name]** and mail it to the address listed above.

If there are any forms required to finalize this closure, or if you need further verification, please contact me at [Phone Number] or [Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Signature]
[Printed Name]
[Job Title/Position]
[Company Name]