

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

**RE: Notice of Business Account Termination - Account Number: [Your Account Number]**

Dear [Bank Contact Person or Customer Service Department],

I am writing to formally request the immediate closure of my business account, [Account Number], held at your institution.

The decision to terminate this account is due to repeated unauthorized transactions that have occurred on the following dates: [List Dates of Transactions]. Despite previous attempts to resolve these security breaches, I no longer feel confident in the security of this account.

Please take the following actions immediately:

- Stop all further activity on the account, including pending transactions and automated payments.
- Disburse the remaining balance of \$[Amount] to me via [Check/Transfer to New Account].
- Provide written confirmation that the account has been closed and that all liabilities have been settled.

Please find enclosed [List any attached documents, such as copies of police reports or fraud affidavits, if applicable].

Thank you for your prompt attention to this matter. I expect a confirmation of this closure within [Number] business days.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title/Business Title]