

[Your Name/Authorized Signatory Name]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Notice of Business Account Closure

To Whom It May Concern,

Please accept this letter as formal notification to close the following business account(s) held at your institution, effective [Date]:

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

This decision is the result of a banking consolidation process within our organization. We have decided to centralize our financial operations with another institution to streamline our administrative workflows.

Please issue a check for the remaining balance in these accounts, including any accrued interest, made payable to [Your Company Name]. Please mail the final check and the closing statement to the company address listed above.

We have ensured that all outstanding checks and automated payments have cleared. Please stop any further pre-authorized debits or credits associated with these accounts immediately.

If there are any forms required to finalize this request, or if you have any questions, please contact me directly at [Phone Number].

Thank you for your assistance and for the service you have provided us in the past.

Sincerely,

[Signature]

[Printed Name]
[Job Title/Position]