

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

[Contact Name/Department]  
[Financial Institution Name]  
[Institution Address]  
[City, State, Zip Code]

**RE: Notice of Account Termination - Account Number(s): [Insert Account Numbers]**

Dear [Contact Name or Account Manager],

Please accept this letter as formal notification that [Your Company Name] will be closing the above-referenced account(s) effective [Date].

This decision follows the recent institutional acquisition of [Your Company Name] by [Acquiring Company Name]. As part of the post-acquisition integration process, we are consolidating our corporate banking operations and transitioning all financial activities to the acquiring entity's preferred financial institution.

Regarding the closure process, please perform the following:

- Discontinue all automated debits and credits associated with these accounts.
- Provide a final statement of account as of the closing date.
- Issue a check for the remaining balance payable to [Name of New Entity or Holding Company] and mail it to the address listed above.

If there are specific forms required to finalize this termination, or if there are outstanding fees, please notify us immediately. We appreciate the services provided by [Financial Institution Name] to date.

Sincerely,

[Signature]  
[Name of Authorized Signatory]  
[Title]  
[Company Name]