

[Current Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

RE: Notice of Business Account Closure

To Whom It May Concern,

Please accept this letter as a formal request to close the following business account(s) held at your institution:

- **Business Name:** [Full Legal Business Name]
- **Account Number(s):** [List Account Number 1, Account Number 2]
- **Account Type:** [e.g., Checking/Savings]

Effective as of [Date], please stop all automated transactions, including direct deposits and recurring debits, associated with these accounts.

I request that the remaining balance in these accounts, totaling approximately \$[Current Balance], be transferred via [Wire Transfer / ACH / Cashier's Check] to the following external account:

- **Receiving Bank Name:** [New Bank Name]
- **Account Holder Name:** [Business Name on New Account]
- **Routing Number:** [New Bank Routing Number]
- **Account Number:** [New Bank Account Number]

Please mail the final closing statement and any remaining paper checks (if applicable) to the following business address:

[Business Mailing Address]

[City, State, Zip Code]

If you require further documentation or have questions regarding this request, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Position]