

[Company Letterhead]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Formal Request for Account Closure and Wire Transfer Authorization

Dear [Bank Manager Name / Customer Service Department],

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

Account Name: [Full Corporate Name]

Account Number: [Account Number]

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

We further authorize you to transfer the remaining balance, including any accrued interest, minus any applicable closing fees, via wire transfer to the following destination account:

Beneficiary Details:

Bank Name: [Receiving Bank Name]

Account Name: [Receiving Account Name]

Account Number/IBAN: [Account Number/IBAN]

Routing Number/SWIFT: [Routing Number/SWIFT Code]

Bank Address: [Receiving Bank Address]

Please cease all automated debits and standing orders associated with this account immediately. Once the transfer is complete and the account is closed, please provide written confirmation to [Email Address].

Should you require further verification, please contact [Authorized Representative Name] at [Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Company Name]

[Signature]

[Printed Name]

[Title/Position]
[Company Name]