

Date: [Insert Date]

To: [Merchant Services Provider Name]

Account Department

[Provider Address]

[City, State, Zip Code]

RE: Notice of Account Closure and Final Balance Transfer

Dear Customer Service Team,

Please accept this letter as formal authorization to close the following merchant account effective [Date]:

- **Merchant Name:** [Your Business Name]
- **Merchant ID (MID):** [Your Merchant ID Number]

Upon closure, please wire all remaining funds, including any held reserves or final settlement balances, to our new bank account according to the following instructions:

- **Bank Name:** [New Bank Name]
- **Account Name:** [Business Name on Account]
- **Account Number:** [New Account Number]
- **Routing Number (ABA):** [New Routing Number]
- **SWIFT/BIC (if applicable):** [SWIFT Code]

Please confirm in writing once the account has been closed and the final wire transfer has been initiated. If you require any further documentation to process this request, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title/Position]

[Business Name]