

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

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

RE: Notice of Account Termination and Fund Routing

To Whom It May Concern,

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

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

Effective [Date], please cease all transactions on these accounts. I have ensured that all outstanding checks and automated payments have cleared.

Please transfer the remaining balance, including any accrued interest, via [Wire Transfer / ACH / Cashier's Check] to the external account listed below:

- Receiving Bank: [External Bank Name]
- Routing Number: [External Routing Number]
- Account Number: [External Account Number]
- Account Type: [e.g., Business Checking]

Once the transfer is complete and the account is closed, please send a written confirmation to the business address listed above.

If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]
[Printed Name]
[Title/Position]