

[Company Letterhead]

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Notice of Corporate Account Closure and Business Dissolution

To the Branch Manager,

This letter serves as formal notification that [Company Name] (the "Company") has officially dissolved as of [Dissolution Date]. Consequently, the Board of Directors has passed a resolution to close all corporate accounts held with [Bank Name].

Please close the following account(s) effective immediately:

- **Account Name:** [Company Name]
- **Account Number(s):** [List Account Number 1, List Account Number 2]

The Board has authorized the issuance of the remaining balance(s). Please issue a final check for the total remaining funds made payable to [Payee Name/Successor Entity] and mail it to the following address:

[Mailing Address for Final Check]

[City, State, Zip Code]

Attached to this letter, please find the following supporting documentation:

- A certified copy of the Board Resolution authorizing the account closure.
- A copy of the Articles of Dissolution filed with the [State/Province] Secretary of State.

Please confirm in writing once the accounts have been closed and the final balance has been disbursed. Should you require any further information, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Authorized Director/Secretary]