

[Your Name/Authorized Signatory]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

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

**RE: Formal Request to Close Corporate Savings Account**

To the Branch Manager,

Please accept this letter as a formal request to close the corporate savings account held by [Company Name] at your institution. This request is being made due to the formal dissolution of the business.

**Account Details:**

Account Name: [Full Company Name]  
Account Number: [Account Number]  
Account Type: Corporate Savings

Please liquidate all remaining funds in the account and issue a final check payable to [Company Name or Appointed Liquidator Name]. Please mail the final check and the closing statement to the address listed above.

Attached to this letter, please find the [Articles of Dissolution / Board Resolution] authorizing this closure. I have also enclosed my government-issued identification for verification purposes.

Please confirm in writing once the account has been successfully closed. Should you require any further documentation or information, please contact me at [Phone Number] or [Email Address].

Thank you for your assistance with this matter.

Sincerely,

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