

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Notice of Business Dissolution and Account Closure

Account Name: [Full Legal Name of Corporation]

Account Number(s): [List Account Number(s)]

To Whom It May Concern,

This letter serves as formal authorization to close the above-referenced corporate bank account(s) maintained at your institution. This request is being made following the legal dissolution of [Full Legal Name of Corporation], effective as of [Dissolution Date].

Please find the following instructions regarding the remaining balance and final procedures:

- **Final Balance:** Please issue a check for the remaining balance, less any applicable closing fees, payable to [Name of Recipient/Successor Entity].
- **Mailing Address:** Send the final check and closing statement to: [Mailing Address].
- **Automated Transactions:** All scheduled transfers and automated payments have been canceled.

Enclosed with this letter are the following supporting documents:

- A certified copy of the Articles of Dissolution (as filed with the Secretary of State).
- A Corporate Resolution authorizing the closure of this account.

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

Sincerely,

[Signature]

[Printed Name]

[Title: e.g., Former President / Authorized Liquidator]