

[Company Name]
[Registered Company Address]
[City, State, Zip Code]
[Date]

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

RE: Instruction to Close Corporate Bank Account(s)

To the Branch Manager,

Please accept this formal notification that [Company Name] has been officially dissolved effective [Dissolution Date]. Consequently, we request the immediate closure of the following account(s) held at your institution:

- **Account Name:** [Company Name]
- **Account Number(s):** [List Account Numbers]

Please issue a final check for the remaining balance, including any accrued interest, payable to **[Name of Payee/Liquidator]** and mail it to the following address:

[Mailing Address for Final Funds]
[City, State, Zip Code]

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

- Certified copy of the Articles of Dissolution / Certificate of Dissolution
- Corporate Resolution authorizing the closure of these accounts
- Copies of identification for the authorized signatories

We confirm that all outstanding checks have been cleared and all automated payments have been canceled. Please provide a written confirmation once the accounts have been successfully closed.

Sincerely,

[Authorized Signature]
[Name and Title]

[Authorized Signature]
[Name and Title]