

[Current Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

**RE: Request for Final Statement and Closure of Corporate Account**

To the Account Management Department,

Please accept this letter as formal notification that **[Company Name]** has been officially dissolved as of **[Dissolution Date]**. Consequently, I am requesting the immediate closure of the following account(s):

- **Account Name:** [Company Name]
- **Account Number:** [Account Number]
- **Account Type:** [e.g., Corporate Checking]

I request that you perform the following actions:

1. Issue a final bank statement covering the period from the last statement to the date of closure.
2. Disburse the remaining balance of \$[Amount] via [Check/Wire Transfer] made payable to [Entity or Representative Name].
3. Provide a written confirmation once the account has been successfully closed.

Enclosed with this letter, please find the Articles of Dissolution (or equivalent government filing) as proof of the corporate termination.

If there are any outstanding fees or required forms, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]

[Former Title, e.g., CEO or Liquidating Agent]

[Mailing Address for Final Check/Correspondence]