

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

RE: Notice of Business Dissolution and Request to Close Account

To Whom It May Concern,

Please accept this formal notification that [Legal Business Name] has been officially dissolved as of [Dissolution Date].

I am writing to request the immediate closure of the following corporate checking account(s):

- Account Name: [Business Name on Account]
- Account Number: [Account Number]

Please issue a check for the remaining balance in the account, including any accrued interest, payable to [Legal Business Name] or [Authorized Representative Name]. Please mail the final check and the closing statement to the following address:

[Mailing Address]

[City, State, Zip Code]

Attached to this letter, please find a copy of the Articles of Dissolution as filed with the Secretary of State for your records.

If there are any outstanding fees or additional requirements to finalize this request, please contact me directly at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., Managing Member/President]

[Business Tax ID/EIN]