

[Your Name/Liquidator Name]  
[Former Business Name]  
[Mailing Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

### **RE: Notice of Business Dissolution and Request for Account Closures**

To Whom It May Concern,

Please accept this formal notification that [Business Name] has been officially dissolved effective [Date of Dissolution]. As the authorized representative of the company, I am requesting the immediate closure of all corporate accounts held with your institution.

The accounts to be closed are as follows:

- **Account Type:** [e.g., Checking] | **Account Number:** [Number]
- **Account Type:** [e.g., Savings] | **Account Number:** [Number]
- **Account Type:** [e.g., Credit Line] | **Account Number:** [Number]

Please issue a single cashier's check for the total remaining balance of all accounts, minus any applicable closing fees. Please mail the check and the final closing statements to the following address:

[Name]  
[Forwarding Address]  
[City, State, Zip Code]

Attached to this letter, please find a copy of the [Articles of Dissolution / Dissolution Certificate] filed with the Secretary of State as proof of the business closure.

Please confirm in writing once these accounts have been closed and the balances disbursed. Should you require further documentation or have any questions, please contact me at [Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Former Title, e.g., CEO, Member, or Liquidator]