

[Current Date]

[Name of Bank/Financial Institution]

[Branch Address]

[City, State, Zip Code]

RE: Request to Close Corporate Account and Transfer Final Funds

Account Name: [Full Registered Name of Corporation]

Account Number: [Account Number]

Tax ID (EIN): [Employer Identification Number]

To Whom It May Concern,

Please accept this letter as formal instruction to close the above-referenced corporate bank account effective immediately. The corporation has been formally dissolved as of [Date of Dissolution].

Enclosed with this letter, please find the following supporting documentation:

- A certified copy of the Articles of Dissolution (or Certificate of Dissolution) from the Secretary of State.
- A corporate resolution authorizing the closure of this account and the distribution of remaining funds.

Please issue a check for the full remaining balance, including any accrued interest, payable to **[Name of Recipient or Successor Entity]**. Please mail the final check and the closing statement to the following address:

[Mailing Address for Final Check]

[City, State, Zip Code]

If there are any outstanding fees or requirements to finalize this closure, 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., Former President / Liquidating Agent]