

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

[Date]

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

RE: Notice of Dissolution and Request to Close Corporate Bank Account

Account Name: [Company Name]
Account Number: [Account Number]
Company Registration Number: [Registration Number]

Dear Bank Manager,

I am writing to you in my capacity as the appointed Liquidator of [Company Name]. Please be advised that the company has been formally dissolved as of [Dissolution Date].

I hereby request the immediate closure of the above-referenced corporate bank account and any other accounts held by the company at your institution.

Please issue a final check for the remaining balance, plus any accrued interest, made payable to "[Liquidator Name] In Trust for [Company Name]" and mail it to the address listed at the top of this letter.

I have attached the following documents for your records:

1. A certified copy of the Certificate of Dissolution/Liquidation.
2. Documentation confirming my appointment as Liquidator.
3. A copy of my government-issued identification.

Please provide written confirmation once the account has been closed and the final balance has been remitted.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Your Printed Name]
Liquidator for [Company Name]