

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

[Date]

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

RE: Request for Corporate Account Closure - [Business Name]

To Whom It May Concern,

Please accept this formal notification that [Business Name] has been officially dissolved as of [Date of Dissolution]. Consequently, I am requesting the closure of all corporate accounts held with your institution, including but not limited to:

- Account Number: [Insert Account Number]
- Account Number: [Insert Account Number]

Attached to this letter, please find the Articles of Dissolution (or equivalent legal documentation) as proof of the business termination.

Regarding any remaining balance in these accounts, please issue a final check payable to [Legal Name of Entity or Trustee] and mail it to the following address:

[Mailing Address for Final Check]
[City, State, Zip Code]

Please ensure that all automated payments, standing orders, and direct debits associated with these accounts are cancelled immediately. I also request a written confirmation once the accounts have been successfully closed.

If you require any further documentation or information to process this request, please contact me at [Phone Number].

Sincerely,

[Signature]

[Printed Name]
[Title/Position, e.g., Managing Member, President]