

[Your Name/Authorized Representative]

[Your Title, e.g., Former CEO/Liquidator]

[Dissolved Business Name]

[Business Address]

[City, State, Zip Code]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

RE: Notice of Business Dissolution and Request for Account Closure

To Whom It May Concern,

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

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

- Account Type: [e.g., Checking/Savings]
- Account Number: [Account Number]

Regarding the remaining balance of \$[Amount] currently in the account, please:

[Option 1: Issue a check made payable to the business and mail it to the address listed above.]

[Option 2: Transfer the remaining funds to the following account: Bank Name: [Name], Routing Number: [Number], Account Number: [Number].]

Attached to this letter, please find the following supporting documentation:

- Copy of the Articles of Dissolution/Certificate of Dissolution
- Copy of my government-issued photo ID

Please provide written confirmation once the account has been closed and the final statement has been issued. If there are any outstanding fees or requirements, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]