

[Your Full Name/Company Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Bank Name]
[Treasury Management Department]
[Bank Address]
[City, State, Zip Code]

Subject: Authorization to Close Multiple Treasury Accounts

To Whom It May Concern,

I, [Your Name], acting in my capacity as [Your Job Title/Authorized Signatory] for [Company Name], hereby authorize the closure of the following treasury accounts held with your institution:

- Account Name: [Account Name 1] | Account Number: [Number 1]
- Account Name: [Account Name 2] | Account Number: [Number 2]
- Account Name: [Account Name 3] | Account Number: [Number 3]

Please cease all activity, including automated debits, credits, and treasury management services associated with these accounts, effective [Date of Closure].

Regarding the remaining balances in these accounts, please transfer the total combined funds via [Wire Transfer/Check/Internal Transfer] to the following destination account:

Bank Name: [Destination Bank Name]
Account Name: [Destination Account Name]
Account Number: [Destination Account Number]
Routing Number: [Destination Routing Number]

Please provide written confirmation once the accounts have been successfully closed and the final funds have been transferred. If there are any outstanding fees or further requirements to finalize this request, please contact me directly at [Phone Number].

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]
[Title]