

[Date]

[Bank/Service Provider Name]

[Address]

[City, State, Zip Code]

RE: Request to Close Business Checking and Merchant Accounts

To Whom It May Concern,

Please accept this formal request to close the following accounts associated with [Business Name]:

- **Business Checking Account Number:** [Account Number]
- **Merchant Services/Processing Account Number:** [Merchant ID Number]

This closure should be effective as of [Date]. Please stop all recurring transactions, fees, and automated withdrawals immediately.

Enclosed is a check for [Amount] to cover any final remaining fees, OR [Please send the remaining balance of \$_____ via check to the address listed below].

Please send a written confirmation once these accounts have been officially closed and the final tax statements (1099-K or similar) have been prepared.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Business Name]

[Phone Number]

[Mailing Address for Final Check/Correspondence]