

[Date]

[Bank Manager Name]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request to Close Multiple Corporate Banking Accounts

Dear [Bank Manager Name],

Please accept this letter as a formal request to close the following corporate accounts held at your branch by [Company Name]:

- 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]

Regarding the remaining balances in these accounts, please issue a single cashier's check for the total amount payable to **[Company Name]** and mail it to the following address:

[Mailing Address]

[City, State, Zip Code]

We confirm that all outstanding checks have cleared and all automated payments/direct debits linked to these accounts have been cancelled or transferred. Please find the enclosed destroyed corporate debit cards and unused checkbooks associated with these accounts.

Please provide written confirmation once the closure process is complete.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Company Name]

[Phone Number]