

[Your Name]
[Your Business Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Request to close Sole Proprietorship Account - [Account Number]

Dear Sir/Madam,

I am writing to formally request the closure of my sole proprietorship bank account held at your branch. The details of the account are as follows:

- **Account Name:** [Your Business Name / Your Name]
- **Account Number:** [Enter Account Number]
- **Account Type:** [Current/Savings]

I have ceased business operations and no longer require this account. Please find enclosed my unused checkbooks and debit cards associated with this account for disposal.

I request you to transfer the remaining balance in the account, after deducting any applicable closing charges, to my other bank account as detailed below:

- **Bank Name:** [Other Bank Name]
- **Account Number:** [Other Account Number]
- **IFSC/Swift Code:** [Code]

Please provide a written confirmation once the account has been officially closed. Thank you for your assistance and cooperation.

Sincerely,

[Signature]
[Your Full Name]
Proprietor, [Your Business Name]