

[Your Name / Business Owner Name]  
[Business Name]  
[Business Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

**Subject: Request for Closure of Sole Proprietorship Bank Account - [Account Number]**

Dear Sir/Madam,

I am writing to formally request the closure of the business bank account held under my sole proprietorship, [Business Name], at your branch.

The details of the account are as follows:

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

I have ceased operations/decided to close this account for [Personal Reasons/Business Closure]. I confirm that all outstanding checks have been cleared and I have stopped all standing instructions and automated debits associated with this account.

Please transfer the remaining balance in the account, along with any accrued interest, via [Check / Transfer to Account Number: XXXXXXXXX] or issue a demand draft in my favor.

I am enclosing my unused checkbooks, debit cards, and passbook associated with this account for disposal/cancellation as per bank policy.

Please provide a written confirmation once the account closure process is complete.

Thank you for your assistance and services provided during our association.

Sincerely,

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