

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

[Date]

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

**RE: Instruction to Close Sole Proprietorship Business Account**

To Whom It May Concern,

Please accept this formal instruction to close the following business bank account(s) held at your branch under my sole proprietorship:

- **Business Name:** [Full Business Name]
- **Account Number(s):** [List Account Number(s)]
- **Account Type:** [e.g., Business Checking / Savings]

Effective from [Date], I request that all activity on these accounts be ceased. I have ensured that all outstanding checks have cleared and all automated payments have been canceled or transferred.

Please issue the remaining balance, including any accrued interest, via [Cashier's Check / Transfer to Account Number: XXXXXX].

If there are any closing forms required or further actions needed to finalize this request, please contact me immediately at [Your Phone Number]. Please provide a written confirmation once the account closure is complete.

Thank you for your assistance with this matter.

Sincerely,

[Signature]

[Your Printed Name]  
Owner, [Business Name]