

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

[Date]

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

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

Dear Bank Manager,

I am writing to formally request the closure of my business bank account held at your branch. As the sole proprietor, I have decided to close this account effective immediately.

**Account Details:**

Account Name: [Your Business Name/Your Name]  
Account Number: [Your Account Number]  
Account Type: [e.g., Business Checking/Savings]

Please disburse the remaining balance in the account, including any accrued interest, via the following method:

[Option 1: Issue a cashier's check mailed to my address on file.]

[Option 2: Transfer the balance to my other account: Account Number: \_\_\_\_\_, Routing Number: \_\_\_\_\_]

I confirm that all outstanding checks and automated payments have been cleared or cancelled. Please provide a written confirmation once the account has been successfully closed and the funds have been disbursed.

Thank you for your assistance with this matter.

Sincerely,

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