

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

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

Subject: Request to Close Inactive Sole Proprietorship Bank Account

To the Branch Manager,

I am writing to formally request the closure of my business bank account held at your branch. This account is currently inactive, and I no longer require its use for my sole proprietorship.

The account details are as follows:

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

Please process the closure of this account effective immediately. If there is a remaining balance in the account, please issue a check for the outstanding amount and mail it to my address listed above.

Please send me a written confirmation once the account has been officially closed. If there are any forms I need to sign or additional steps I must take, please let me know as soon as possible.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
Sole Proprietor