

[Your Name / Business Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Request to Close Business Bank Account and Transfer Funds

To the Branch Manager,

I am writing to formally request the closure of my sole proprietorship business bank account held at your branch. Below are the details of the account to be closed:

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

Please transfer the remaining balance of this account, including any accrued interest, to the following account:

- **Bank Name:** [Destination Bank Name]
- **Account Holder Name:** [Name on Destination Account]
- **Account Number:** [Destination Account Number]
- **Routing Number:** [Destination Routing Number]

If there are any remaining checks associated with this account, I have destroyed them. Please stop all recurring payments and direct deposits effective [Date].

Please provide written confirmation once the account has been closed and the funds have been successfully transferred. If there are any fees associated with this closure, please deduct them from the final balance prior to the transfer.

If you require further information, please contact me at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

Owner, [Business Name]