

[Current Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

RE: Notice of Business Closure and Account Termination

To Whom It May Concern,

I am writing to formally request the closure of the following business checking account held at your institution:

Business Name: [Registered Business Name]

Account Number: [Account Number]

Account Type: Sole Proprietorship Checking

Please cease all activity on this account effective [Date]. I confirm that all outstanding checks have cleared and all recurring debits have been canceled. Please issue a check for the remaining balance, plus any accrued interest, made payable to [Your Full Name] and mail it to the following address:

[Your Mailing Address]

[City, State, Zip Code]

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

NOTARY ACKNOWLEDGEMENT

State of _____

County of _____

On this ____ day of _____, 20____, before me personally appeared _____, known to me to be the person described in and who executed the foregoing instrument, and acknowledged that he/she executed the same as his/her free act and deed.

Notary Public Signature

(Seal)

My Commission Expires: _____