

[Your Full Name / Business Name]

[Your Residential Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Bank Manager's Name (if known)]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Formal Request to Close Sole Proprietorship Bank Account

Dear Bank Manager,

Please accept this letter as a formal request to close my sole proprietorship business bank account(s) held at your branch. I am terminating this banking relationship effective [Date].

The account details are as follows:

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

I have stopped all automated debits and credits associated with these accounts. Enclosed are all unused checks and debit cards linked to the accounts for disposal.

Please issue a check for the remaining balance, including any accrued interest, and mail it to the address listed above. Alternatively, you may transfer the remaining funds to the following account:

- **Bank Name:** [New Bank Name]
- **Routing Number:** [Routing Number]
- **Account Number:** [Account Number]

Once the accounts are closed, please provide a written confirmation for my records.

Thank you for your assistance regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
Owner, [Business Name]