

[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 for Closure of Sole Proprietorship Account - [Account Number]

To the Branch Manager,

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

The details of the account are as follows:

- **Account Holder Name:** [Your Full Name]
- **Business Name:** [Business Name]
- **Account Number:** [Your Account Number]
- **Account Type:** Sole Proprietorship Checking/Savings

I request that you process the remaining balance in the account by [choose one: issuing a cashier's check / transferring to my other account at [Bank Name] with Account Number [Number]].

Additionally, please provide a final statement for this account covering the period from [Start Date] to the date of closure for my tax and accounting records. Please send this statement and any confirmation of closure to my address listed above.

I have destroyed all unused checks and debit cards associated with this account. Please let me know if there are any further forms or actions required to complete this process.

Thank you for your assistance.

Sincerely,

[Signature]

[Your Printed Name]

Sole Proprietor