

[Current Date]

To,
The Branch Manager,
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Authorization to Close Sole Proprietorship Account - [Account Number]

Dear Sir/Madam,

I, [Your Full Name], am the sole proprietor of the business entity operating under the name [Business Name]. I am writing to formally request the closure of my current account held at your branch.

Account Details:

Account Name: [Business Name]
Account Number: [Your Account Number]
Account Type: [Current/Savings]

The reason for closing this account is [Reason: e.g., business closure / switching to another bank].

Regarding the remaining balance in the account, please [choose one]:

- Issue a Demand Draft/Cheque in favor of [Business Name].
- Transfer the funds via NEFT/RTGS to my other account: [Account Number] at [Other Bank Name], IFSC: [IFSC Code].
- Pay the remaining balance in cash (if applicable).

I have enclosed all unused cheque leaves (Numbers [Start Number] to [End Number]), the debit card, and the passbook associated with this account for your disposal.

Please provide a written confirmation once the account closure process is complete. Thank you for your assistance and the services provided during our association.

Sincerely,

(Signature)
[Your Full Name]
Proprietor, [Business Name]
[Phone Number]
[Business Stamp/Seal]