

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

Date: [Current Date]

Subject: Request to Close Sole Proprietorship Bank Account

Dear Bank Manager,

I am writing to formally request the closure of my business bank account held at your branch. I am closing my sole proprietorship and no longer require this account.

Account Details:

Business Name: [Your Business Name]
Account Number: [Your Account Number]
Account Type: [e.g., Business Checking/Savings]

Please find the following instructions regarding this closure:

- Please issue the remaining balance via [check to my mailing address / transfer to account number: XXXX].
- I have stopped all pre-authorized debits and automatic payments associated with this account.
- I have destroyed all remaining checks and debit cards linked to this account.

Please provide a written confirmation once the account has been officially closed. If there are any outstanding fees or additional requirements, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Mailing Address]
[Your Phone Number]