

[Your Name / Business Owner Name]  
[Your Business Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email]

[Date]

[Bank Manager Name or Branch Name]  
[Name of Bank]  
[Bank Address]  
[City, State, Zip Code]

**Subject: URGENT: Request to Close Sole Proprietorship Bank Account**

Dear Bank Manager,

I am writing to formally request the immediate closure of my business bank account held at your branch. This request is due to the permanent dissolution of my sole proprietorship, effective [Date of Dissolution].

Please find the account details below:

- **Account Name:** [Full Business Name or Your Name]
- **Account Number:** [Your Account Number]
- **Account Type:** Business Checking / Savings

I have ceased all business operations and ensured that all outstanding checks and pending transactions have cleared. Please find the following instructions regarding this closure:

1. **Remaining Balance:** Please issue a cashier's check for the remaining balance in the account and mail it to my address listed above. Alternatively, you may transfer the remaining funds to my personal account: [Personal Account Number].
2. **Confirmation:** Please provide a written confirmation or a final statement indicating that the account has been closed and has a zero balance.
3. **Automatic Payments:** I confirm that all recurring payments and direct debits associated with this account have been canceled.

Due to the dissolution of the business, I request that this matter be processed urgently. If there are any additional forms or requirements needed to finalize this closure, please contact me immediately at [Your Phone Number].

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
Sole Proprietor