

[Date]

[Customer Name]

[Business Name]

[Business Address]

[City, State, Zip Code]

Subject: Confirmation of Business Account Closure Request

Dear [Contact Person Name],

This letter is to confirm that we have received your request to close the following business account(s):

- Account Name: [Account Name]
- Account Number: [Last 4 Digits of Account Number]
- Effective Date of Closure: [Date]

We are currently processing your request. Please ensure that all outstanding checks have cleared and any automatic payments or recurring transfers linked to this account have been cancelled or moved to another institution.

If there is a remaining balance in the account, a check for the final amount will be mailed to your business address on file within [Number] business days, minus any applicable fees.

Once the process is complete, you will receive a final statement reflecting the zero balance and the formal closure of the account.

If you did not authorize this request or have any questions, please contact us immediately at [Phone Number] or visit your local branch.

Thank you for the opportunity to have served your business needs.

Sincerely,

[Your Name/Department]

[Bank/Institution Name]