

**Date:** [Insert Date]

**[Insert Name of Bank/Lending Institution]**

[Insert Department Name, e.g., Commercial Credit Department]

[Insert Street Address]

[Insert City, State, Zip Code]

**Re: NOTICE OF FACILITY CLOSURE AND DEMAND FOR REPAYMENT**

**Account Name:** [Insert Business Name]

**Account Number:** [Insert Line of Credit Account Number]

**Outstanding Balance:** [Insert Total Amount Due]

To Whom It May Concern,

Please accept this formal letter as a request to immediately close the above-referenced Business Line of Credit facility held in the name of [Insert Business Name].

By way of this notice, I/we am/are formally revoking the borrowing authority associated with this credit line. We request that the facility be marked as "Closed at Customer's Request" within your internal systems and reported accordingly to the relevant credit bureaus.

Enclosed, please find a check in the amount of [Insert Amount] representing the full payoff of the current outstanding principal, accrued interest, and any applicable fees associated with this account as of [Insert Date].

Please provide written confirmation within [Insert Number, e.g., 10] business days acknowledging that:

- The line of credit has been closed.
- The total balance is now zero (\$0.00).
- The business and its guarantors are released from any further obligations under this specific facility.

Should there be any remaining documentation required to finalize this closure, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

**[Your Printed Name]**

**[Your Title, e.g., Owner/CEO]**

**[Business Name]**