

[Your Name/Title]
[Your Business Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Notification of Business Account Closure

To Whom It May Concern,

Please accept this letter as formal notification to close the following business account(s) held at [Bank Name]:

- **Account Name:** [Full Business Name]
- **Account Number(s):** [List Account Numbers]
- **Account Type:** [Checking/Savings/Money Market]

The effective date for this closure is [Date]. Please stop all recurring transactions, direct deposits, and automatic payments associated with these accounts immediately.

Please issue a check for the remaining balance, including any accrued interest, payable to **[Business Name]**. The check should be mailed to the business address listed at the top of this letter.

If there are any outstanding fees or further requirements needed to finalize this closure, please contact me directly at [Phone Number] or [Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Authorized Signature]

[Printed Name]
[Business Title/Position]