

[Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Instruction to Close Corporate Account

To the Branch Manager,

Please accept this letter as a formal instruction to close the following corporate account(s) held at your branch in the name of [Company Name]:

- **Account Name:** [Company Name]
- **Account Number:** [Account Number]
- **Account Type:** [e.g., Checking/Savings/Current]

Effective from [Closure Date], please cease all transactions on this account. We have ensured that all outstanding checks have cleared and all automated payments have been canceled.

Please transfer the remaining balance, including any accrued interest, to the following account:

- **Bank Name:** [Receiving Bank Name]
- **Account Name:** [Company Name]
- **Account Number:** [New Account Number]
- **Routing/Swift Code:** [Routing Number]

Enclosed with this letter are all remaining unused checks and corporate debit cards associated with the account for destruction.

If you require any further documentation or information regarding this request, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]

[Title/Designation]

[Company Name]

[Signature]

[Printed Name]

[Title/Designation]
[Company Name]