

Formal Business Account Closure Letter

Subject: Business Account Closure - [Company Name]

Dear Business Banking Manager,

I am writing on behalf of [Company Name] to formally request the closure of our business account [Account Number] effective [Date].

Our company has decided to consolidate banking services with another institution that better serves our expanded operational needs. This decision follows a comprehensive review of our banking requirements and cost-benefit analysis.

All outstanding checks have been accounted for, and we have redirected all automatic payments and deposits to our new banking partner. Please process the account closure and transfer the remaining balance of [Amount] to our new business account via wire transfer to [New Bank Details].

We appreciate the professional service your institution has provided during our business relationship. Please provide written confirmation of account closure and final statements for our accounting records.

Thank you for facilitating this transition smoothly.

Professionally yours,

[Your Name]

[Title]

[Company Name]

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