

Professional account cancellation letter for corporate account

Subject: Corporate Account Closure Request

Dear [Recipient Name],

On behalf of [Company Name], I request the closure of our corporate account, account number [Account Number], effective [Date].

Kindly provide confirmation and details on any remaining obligations or procedures.

Thank you for your support and cooperation.

Best regards,

[Authorized Person Name]

[Designation]

Get more templates here: <https://www.lettersandtemplates.com/letters/account-cancellation-letter>