

Professional letter for business accounts

Subject: Termination of Business Account

Dear [Recipient Name],

This letter is to formally notify you that the business account [Account ID] will be terminated on [Date]. Please ensure all transactions are completed and any pending obligations are settled before this date.

We thank you for your partnership and look forward to concluding all formalities smoothly.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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