

Formal Business Account Balance Confirmation Template

Subject: Request for Closing Balance Certificate - Business Account

Dear Bank Manager,

On behalf of [Company Name], I am writing to request a closing balance confirmation certificate for our business account that was recently closed with your bank.

Company Details:

- Company Name: [Full Legal Company Name]
- Registration Number: [Company Registration Number]
- Account Number: [Business Account Number]
- Account Type: [Current Account/Business Savings]
- Branch: [Branch Name]
- Date of Closure: [DD/MM/YYYY]
- Final Balance: [Amount if known]

This confirmation is required for our annual audit procedures and compliance with regulatory requirements. The certificate should include:

- Official bank letterhead
- Account closure date
- Final balance amount (including any interest accrued)
- Statement confirming all obligations have been settled
- Authorized signature and bank seal

Please process this request urgently as we need to submit our audit reports by [deadline date]. Our authorized representative [Name] will collect the document upon completion.

For any queries, please contact our accounts department at [contact details].

Yours faithfully,

[Your Name]

[Your Designation]

[Company Name]

[Official Seal/Signature]

Get more templates here:

<https://www.lettersandtemplates.com/letters/closing-balance-confirmation-letter-format>