

FORMAL REQUEST TO CLOSE EIN ACCOUNT

To Whom It May Concern:

This letter serves as a formal request for the closure of the Employer Identification Number (EIN) account associated with the undersigned entity. Please consider this document as the official notification of termination of all responsibilities related to the EIN account. Kindly update your records accordingly and confirm the closure at your earliest convenience.

Account Information:

Entity Name: _____

Employer Identification Number (EIN): _____

Address on File: _____

Reason for Closure:

The closure of this EIN account is requested due to the cessation of business operations and the absence of any further tax obligations under this EIN. The undersigned confirms that all required tax filings have been completed and no outstanding liabilities remain.

Confirmation and Authorization:

The undersigned hereby confirms that this request is authorized by all necessary parties and that all information provided herein is true, accurate, and complete to the best of their knowledge. Any further correspondence regarding this matter should be directed to the contact information below.

Contact Information:

Contact Person Name: _____

Phone Number: _____

Email Address: _____

Signature:

Authorized Signature

Print Name

Signature: _____

Name: _____

This letter is intended to serve as a legally binding request to close the EIN account as specified herein. The signer affirms compliance with all applicable United States federal laws and regulations regarding EIN account closure. This document should be retained for your records.

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