

Date: \_\_\_\_\_

To: Internal Revenue Service

Request: Close Business Account/Cancel EIN

Name/Business Name: \_\_\_\_\_

Fictitious Name: \_\_\_\_\_  
(If applicable)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EIN: \_\_\_\_\_

Please close the business account associated with the EIN listed above. I am no longer using this account.

Please let me know if you have any questions or need anything else.

I have included a copy my original EIN Assignment /Confirmation Letter.

Please mail a confirmation letter to my address listed above.

Thank you,

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_