

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: _____