

CLOSE ACCOUNT

Bank Name

Address

City/State/Zip Code

ATTENTION: Account Maintenance

Subject: Closing my account(s)

This letter is to inform you I am closing my account(s) at your bank. Please close the following account(s) listed below and send a check for the remaining balance(s) to my address. If you have any questions regarding this request, please contact me in writing or at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

Authorized Signature (original signature required to authorize change)

Date

ACCOUNT INFORMATION

First Name

Savings Account Number(s)

Last Name

Checking Account Number(s)

Address

City/State/Zip Code

Day Phone

Evening Phone