

ACCOUNT CLOSING LETTER

To: Bank Name

Street Address

City, State, Zip Code

RE: Close My Accounts

This letter is to inform you I am closing my accounts at your bank. Please close the account(s) listed below and send me a check for the remaining balance(s).

If you have any questions regarding this request, please do not hesitate to contact me in writing or at the telephone number listed below.

Thank you for your prompt assistance.

Sincerely,

Authorized Signature (Original Signature on Account Required To Authorize Change)

Date

ACCOUNT INFORMATION

Checking Account Number(s)

Savings Account Number(s)

Other Account Number(s)

Name

(_____) _____
Telephone Number Day / Evening (Circle One)

Street Address

City, State, Zip Code