



## Account Closing Request

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

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

City, State, Zip: \_\_\_\_\_

**RE: Close My Accounts**

**ATTN: Account Maintenance**

*This letter is to inform you I am closing my accounts 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 Date

<b>Account Information</b>		
Account # 1		
Account # 2		
Account # 3		
Name	Phone: Day Evening (circle one)	
Address	City/State	Zip