

ACCOUNT CLOSING LETTER

Bank Name

Address

RE: Close my accounts

ATTENTION: 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

(Original signature required to authorize change)

ACCOUNT INFORMATION

CHECKING ACCOUNT NUMBER

SAVINGS ACCCOUNT NUMBER

NAME PHONE NO.

ADDRESS CITY/STATE ZIP