



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

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