

ACCOUNT CLOSING REQUEST FORM

Bank Name: _____

Bank Address: _____

Subject: Closing my account(s)

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

Account Information

First Name: _____

Last Name: _____

Address: _____

City, State, Zip: _____

Day Phone: _____

Cell/Evening Phone: _____

Type of Account

Account Number

