

Account Closing Request

Bank Name



Address

City, State, Zip

RE: Account Closing Notice

ATTN: Account Maintenance

This letter is to inform you that 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 by mail or call me at the phone number listed below. Thank you for your help!

Sincerely,

Authorized Signer

Date

Account Information	
Account #	
Account #	
Account #	
Name	Phone #
Address	City State Zip