

# ACCOUNT CLOSING LETTER

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Bank Name

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Address

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**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,

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**AUTHORIZED SIGNATURE DATE**

**(Original signature required to authorize change)**

**ACCOUNT INFORMATION**

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**CHECKING ACCOUNT NUMBER**

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**SAVINGS ACCCOUNT NUMBER**

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**NAME PHONE NO.**

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**ADDRESS CITY/STATE ZIP**