



Bank Name

Address

City

State

Zip



ACCOUNT CLOSING REQUEST

RE: Close My Accounts Attention: 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 prompt assistance in this matter.

Sincerely,

Authorized Signature

Date

ACCOUNT INFORMATION

NAME

ADDRESS

CITY

STATE

ZIP

PHONE ☐ DAY PHONE ☐ EVENING PHONE

ACCOUNT #1

ACCOUNT #2

ACCOUNT #3

ACCOUNT #4

Loyal to you, your family, and your future.

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