

Please Close My Account

Date: _____

Bank Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

To: Whom It May Concern

Please close my account number: _____ and send a check for the entire remaining balance to me at the address listed below.

I have cancelled all of my pre-authorized withdrawals and have stopped writing checks against the account. I will destroy any remaining checks and ATM/Debit cards tied to the account.

If you have any questions about this request, please contact me at (_____) _____.

Your prompt attention to this request is appreciated. Thank you!

Sincerely,

Signature: _____ Date: _____

Your name (please print): _____

Joint Owner's Signature: _____

Joint Owner's Name (please print): _____

Address: _____

City: _____ ST: _____ Zip: _____