

## Account Closing

\_\_\_\_\_  
Date

\_\_\_\_\_  
Old bank name

\_\_\_\_\_  
Address

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City State Zip Code

To Whom It May Concern:

Please close the following account(s) and send a check for the remaining balance to the address listed below:

\_\_\_\_\_  
Checking Account #

\_\_\_\_\_  
Closing Balance

\_\_\_\_\_  
Savings Account #

\_\_\_\_\_  
Closing Balance

If you have any questions regarding this request, please call me at the number listed below. Thank you for your assistance with this matter.

Sincerely,

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Day / Evening (circle one)