



## REQUEST TO CLOSE ACCOUNT

Date \_\_\_\_\_

Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

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

To Whom It May Concern,

This letter serves as a written request to close my account at \_\_\_\_\_.

The account number to be closed is \_\_\_\_\_.

Please issue me a check for the balance and send it to the address listed below.

Please contact me at (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ to notify me of receipt of my request. I would like to be notified of the date my account was closed.

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

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