

# Request to Close Account

Date of Request	
Financial Institution	
	Attention: Customer Service Department
Address	
City, State, Zip Code	

To Whom It May Concern:

This letter serves as my request to close my account(s) at your bank. All of my transactions have cleared, and I have stopped all automatic debits and credits to my account.

Please close the account(s) listed below and send a check for the remaining balance to my address. If you have any questions or need additional information, please contact me.

Sincerely,

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Joint Account Holder Signature

## Personal Information

Name	
Address	
City, State, Zip	
Phone	

## My accounts at your bank are as follows:

Name(s) on Account	
Account Number	
Name(s) on Account	
Account Number	
Name(s) on Account	
Account Number	