

ACCOUNT CLOSING LETTER

\_\_\_\_\_  
OLD BANK NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE & ZIP CODE



RE: Closing my account(s)

*This letter is to inform you that I am closing my account(s) at your bank. Please close the following account(s) listed below and send a check for the remaining balance(s) to my address.*

*I have made sure that I have no outstanding checks or debits.*

*Thank you for your prompt assistance in this matter.*

*Sincerely,*

\_\_\_\_\_  
ORIGINAL SIGNATURE(S) REQUIRED TO AUTHORIZE CHANGE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ORIGINAL SIGNATURE(S) REQUIRED TO AUTHORIZE CHANGE

\_\_\_\_\_  
DATE

ACCOUNT INFORMATION

\_\_\_\_\_  
ACCOUNT HOLDER NAME(S)

\_\_\_\_\_  
SOCIAL SECURITY NUMBER(S)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
PHONE: DAY / EVENING (CIRCLE ONE)

\_\_\_\_\_  
CHECKING/SHARE DRAFT ACCOUNT NUMBER(S)

\_\_\_\_\_  
SAVINGS ACCOUNT NUMBER(S)



*Our Focus is..... YOU!*



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