

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	