



Account Closure Letter

To:

Institution Name

Contact Name

Address

City, State, Zip

Phone

Re: Request to Close Account(s)

I request that the below referenced account(s) be closed. Please send a check payable to me/us for the remaining balance in the below referenced account(s) to the address listed below.

Name(s) on Account(s)

Type of Account(s)

Account Number(s)

Mailing Address for Check(s)

Address

City, State, Zip

Phone

Signature(s):

Account Holder Date

Account Holder Date

Our Focus is You.