

Request to Close Bank Account

Bank Name: _____

Bank Address: _____

To Whom It May Concern:

This letter is to inform you that I am closing my account(s) with your bank. Below are the account number(s) I wish to close. Please send a check to my address for the remaining balance(s). If you have questions, please contact me.

Thank you for your help.

Sincerely,

Authorized Signature

Date

Account Numbers to Close:

Name: _____

Address: _____

Telephone Number: _____