

# Account Closing Letter



\_\_\_\_\_  
Date

\_\_\_\_\_  
Bank's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Please consider this as official notification to close my account(s) at your financial institution. Below, I have listed all of the accounts I would like closed. Please send me a check for the closing balance(s) to my address indicated within this letter.

Account Number: \_\_\_\_\_ { } Checking { } Savings { } Other

Account Number: \_\_\_\_\_ { } Checking { } Savings { } Other

Account Number: \_\_\_\_\_ { } Checking { } Savings { } Other

If you have any questions about this request, or if you require other authorization forms to be completed, please contact me at the number shown below. Thank you in advance for your anticipated cooperation.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email (Optional)