

Close Account Request Letter

Bank Name: _____

Address: _____

City, State, Zip

To whom it may concern:

I have decided to close the following account:

Account Number

Type (Checking/SAV/CD)

Please send the remaining balance and any earned interest, via check, to the following address:

Address: _____

City, State, Zip

Please close this account upon receipt of this letter.

My information:

Name

Social Security Number

Thank you,

Signature

Date