



Primary Account Holder's Name:

Address Line 1:

Address Line 2:

City, State Zip Code:

Date:

Bank Name:

Attention:

Bank Address Line 1:

Bank Address Line 2:

Bank City, State Zip Code:

**Re: Account Closing Request**

To Whom It May Concern:

Please be advised that I have recently changed banks and would like you to close the following accounts held at your institution.

|                       |                      |
|-----------------------|----------------------|
| Account Number: _____ | <input type="text"/> |
| Account Number: _____ | <input type="text"/> |
| Account Number: _____ | <input type="text"/> |
| Account Number: _____ | <input type="text"/> |

Please mail the check(s) for any remaining balances to:

Primary Account Holder's Name:

Address Line 1:

Address Line 2:

City, State Zip Code:

If you have any questions regarding this request, I may be reached by phone at \_\_\_\_\_.

Thank you for your prompt assistance with this matter.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_

Primary Account Holder

Joint Account Holder