

# Close Account Request

Date: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

\_\_\_\_\_

**To whom it May Concern:**

Please close the following (Checking / Savings) account #: \_\_\_\_\_ and send a check for the remaining balance to the address below.

If you have any questions, please let me know. Thank you for your time and assistance.

Sincerely,

Signature: \_\_\_\_\_

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

Co-Signer Signature: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_