

# REQUEST TO CLOSE ACCOUNT(S)

To: \_\_\_\_\_

From: \_\_\_\_\_

Re: *Request to Close Account(s)* \_\_\_\_\_ Date: \_\_\_\_\_

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All of my transactions have cleared and I have stopped all automatic debits and credits to my account.

Please issue a check for any remaining balance and send it to my attention at the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please close the following account(s):

Checking Account # \_\_\_\_\_  
Name(s) on Account \_\_\_\_\_  
Signature(s) of Authorized Signer(s) \_\_\_\_\_  
\_\_\_\_\_

Checking Account # \_\_\_\_\_  
Name(s) on Account \_\_\_\_\_  
Signature(s) of Authorized Signer(s) \_\_\_\_\_  
\_\_\_\_\_

Savings/Money Market Account # \_\_\_\_\_  
Name(s) on Account \_\_\_\_\_  
Signature(s) of Authorized Signer(s) \_\_\_\_\_  
\_\_\_\_\_

Money Market Account \_\_\_\_\_  
Name(s) on Account \_\_\_\_\_  
Signature(s) of Authorized Signer(s) \_\_\_\_\_  
\_\_\_\_\_

Your prompt attention to this matter will be greatly appreciated.

*Thank you.*

*Sincerely,*

\_\_\_\_\_

