

# ACCOUNT CLOSURE REQUEST

To:

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

Contact Name (if applicable): \_\_\_\_\_

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

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

Re: Request to Close Account

Please accept this request to close my account(s) with you. My account information at your bank is listed below.

<b>Account #1 Information:</b>
Account number: _____
Name(s) on account: _____

<b>Account #2 Information:</b>
Account number: _____
Name(s) on account: _____

<b>Account #3 Information:</b>
Account number: _____
Name(s) on account: _____

Please send a check for the balance in my account(s) to the address you have on record.

If you have any questions, please contact me at (\_\_\_\_) \_\_\_\_-\_\_\_\_.

Thank you for your attention to this request. Upon closure of the account(s) please send a confirmation to the address you have on record.

\_\_\_\_\_  
Print Name of Accountholder

\_\_\_\_\_  
Accountholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Accountholder

\_\_\_\_\_  
Accountholder Signature

\_\_\_\_\_  
Date