



Attention:

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: _____

Account Number: _____

Account Number: _____

Account Number: _____

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

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