

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

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

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

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

RE: **Close Account**

To Whom it may concern:

I have recently changed banks and would like you to close the account below immediately:

Account Number: \_\_\_\_\_

Names on the Account: \_\_\_\_\_

Please forward all remaining funds to me at the following address:

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

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

If you have any questions please call me at: \_\_\_\_\_

Thank you.

Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Joint Account Holder Signature