

# Request to Close Account

Date \_\_\_\_\_

Bank's Name \_\_\_\_\_

Bank's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

TO WHOM IT MAY CONCERN:

Please close my account \_\_\_\_\_ (account number),  
and send a check for the remaining balance to me at the address listed below. If you have  
any questions about this request, please contact me during the DAY / EVENING (circle one) at  
( \_\_\_\_\_ ) \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

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

Co-Signer Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_