

## CLOSE ACCOUNT

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
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

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

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

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

\_\_\_\_\_  
Address

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