



# CLOSE MY ACCOUNT(S)

DATE \_\_\_\_\_

To:

COMPANY NAME \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

To Whom It May Concern:

Please close the following account(s) in my name with your institution and send a check with the remaining balance to me at the address below:

Checking Account: \_\_\_\_\_  
ACCOUNT NUMBER

Checking Account: \_\_\_\_\_  
ACCOUNT NUMBER

Savings Account: \_\_\_\_\_  
ACCOUNT NUMBER

Savings Account: \_\_\_\_\_  
ACCOUNT NUMBER

Other Account: \_\_\_\_\_  
ACCOUNT NUMBER

Other Account: \_\_\_\_\_  
ACCOUNT NUMBER

Thank you for your prompt attention to this matter. If you have any questions, please contact me at:

PHONE NUMBER \_\_\_\_\_ between TIME (A.M./P.M.) \_\_\_\_\_ and TIME (A.M./P.M.) \_\_\_\_\_

Sincerely,

MEMBER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Member Name: \_\_\_\_\_

Joint Owner: \_\_\_\_\_

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

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

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

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