

# 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:

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

Sincerely,

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

\_\_\_\_\_  
DATE

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

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

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

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

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

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

