



# Close Account

\_\_\_\_\_

Date

\_\_\_\_\_

Financial Institution'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,

\_\_\_\_\_

Signature

\_\_\_\_\_

Joint Owner Signature

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Joint Owner Name (please print)

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip