



Step 3: Account Closing

Former Bank Name: _____

Former Bank Address: _____

Re: Closing my account(s)

Dear Sir or Madam,

Please accept this letter as notification that I am closing my account(s) at your bank. My account information is listed below. Please send a check for any remaining funds to the address below.

Account #1

Name on Account: _____

Social Security/ Tax ID Number: _____

Account Number: _____ Checking Savings Money Market

Account #2

Name on Account: _____

Social Security/ Tax ID Number: _____

Account Number: _____ Checking Savings Money Market

Mailing Instructions for Official Check

Name: _____

Address: _____

If you have any questions, please contact: _____ Phone#: _____

Thank you for your assistance.

Sincerely,

Authorized account holder signature Date

Authorized account holder signature Date