



## Account Closure Notice

Date: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

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

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

### **To Whom It May Concern:**

Please close my account # \_\_\_\_\_ on the effective date \_\_\_\_\_  
and send a check for the remaining balance to me at the address below. If you have any  
questions about this request please contact me at:

Phone # \_\_\_\_\_

Email address: \_\_\_\_\_

**Sincerely,**

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Joint Account Signature*

Today's Date: \_\_\_\_\_

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

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

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