

**REFERENCE: ACCOUNT CLOSURE REQUEST**

To Whom It May Concern:

I am writing to inform you that I am closing my account(s) at your bank. Please close the following account(s) listed below.

ACCOUNT TYPE	ACCOUNT NUMBER

**This letter also confirms that I have deactivated all automatic recurring transactions on my account. Upon closure, please send a check payable to me for the remaining balance(s) and a confirmation of the account.**

If you have any questions regarding this request, please contact me directly. Thank you for your prompt attention to this matter.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Cosigner Signature (*if applicable*)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Cosigner Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date