

Request to Close
Bank Account



Date: ____/____/____

Old Bank Name: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

To Whom It May Concern:

This letter serves as my request to close the checking account listed below. Please mail me a check for the entire balance in the account (plus any accrued interest, if applicable) to the address you have on file for this account.

Close the following account:

Checking Account Number: _____

If you have any questions or need additional information, I can be reached at
(____) ____ - ____.

Sincerely,

Your Signature

Print Your Name: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____