



**Account Closure Letter**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
Address

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

**To Whom It May Concern:**

This letter is to request that account number \_\_\_\_\_ be closed and a check for the remaining balance be sent to the address listed below. Please call me at (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ when you receive this letter. I would like to be aware of when my account has been closed.

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

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