

# Notice to Close Account

DATE

FINANCIAL INSTITUTION NAME (Attn: Customer Services Department)

ADDRESS

CITY

STATE

ZIP CODE

Dear Sir or Madam:

I have recently changed financial institutions and would like to close the account below immediately.

ACCOUNT NUMBER

NAME(S) ON THE ACCOUNT

Please Forward all remaining funds to me at the following address:

ADDRESS

CITY

STATE

ZIP CODE

If you have any questions, please call me at: \_\_\_\_\_

Thank you.

Sincerely,

SIGNATURE

JOINT ACCOUNT HOLDER SIGNATURE