

**CLOSE ACCOUNT REQUEST**

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

Bank Name: \_\_\_\_\_

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

To Whom It May Concern:

This letter serves as authorization to close my account. Please send me a check for the remaining balance to the address below.

**My information is as follows:**

Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

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

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Please print name

Co-Signer  
Signature: \_\_\_\_\_

Co-Signer  
Name: \_\_\_\_\_  
Please print name