



account closing

Use this letter to close your previous account.

To: _____ Date: _____
(Bank Name)

Address: _____

City: _____ State: _____ Zip: _____

From: _____
(Name)

Address: _____

City: _____ State: _____ Zip: _____

I wish to close my account. The account number is _____

Please send a check in the amount of my account balance to my address, as listed above.

If you have any questions, please contact me at

Thank you for your help in this matter.

Sincerely,

(Signature)