

Request to Close Account(s)

To: _____

From: _____

Re: Request to Close Account(s) _____ Date: _____

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All of my transactions have cleared and I have stopped all automatic debits and credit to my account.

Please issue a check for any remaining balance and send it to my attention at the following address:

Please close the following account(s):

- Checking Account # _____
Authorized Signer _____
Authorized Signer _____
- Savings/Money Market Account # _____
Authorized Signer _____
Authorized Signer _____
- Business Check Card _____
Authorized Signer _____
Authorized Signer _____
- Business Credit Card _____
Authorized Signer _____
Authorized Signer _____

Your prompt attention to this matter will be greatly appreciated.

Thank you.