

# Request to Close Account(s)

<b>To (Former Financial Institution):</b>	
<b>From (Name of Account Owner(s)):</b>	

Please accept this letter as written authorization to close the following account(s) at your financial institution. All outstanding transactions have cleared and electronic deposits and withdrawals have been discontinued.

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

<b>Address:</b>	
<b>City/State/Zip Code:</b>	
<b>Phone Number:</b>	

Please close the following account(s):

<b>Account Number:</b>	<b>Account Type (Checking or Savings):</b>

Thank you,

<b>Account Owner Signature:</b>	
<b>Account Owner Printed Name:</b>	
<b>Co-Owner Signature:</b> (if applicable)	
<b>Co-Owner Printed Name:</b> (if applicable)	