

Date:	
To: (company)	
Address:	
City, State, Zip	

Re: Request to Close Account

To Whom It May Concern:

I have recently changed banks and would like you to close the amount below immediately

Account Number:	
Name(s) on the account	

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

Address:	
City, State, Zip	

Please contact me direct with any questions or concerns at:

Thank you.

Sincerely,