

Date:
To:
From:
RE: REQUEST TO CLOSE ACCOUNTS

To whom it may concern,

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 credits to my account.

Please close the following account(s):

Checking Account #

Authorized Signer:

Signature:

X

Savings/Money Market Account #

Authorized Signer:

Signature:

X

Please issue a check for any remaining balances and send it to the following address:

Your prompt attention to this matter will be greatly appreciated.

Thank you.

Customer Signature