

# 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. I have ensured that all of my transactions have cleared and I have stopped all automatic debits and credits to my account. Please issue a check for any remaining balances and send it to my attention at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_

*Thank you for your prompt attention to this matter.*