

Account Closing Request

Bank Name

Address

City, State, Zip



Member FDIC

Switch Kit

RE: Close My Accounts

I am sending this letter to inform you that I am closing my accounts at your bank. Please close the account(s) listed below and send a check for the remaining balance(s) to my address.

If you have any questions, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance.

Sincerely,

Authorized Signature

Date

Account Information

Account #1

Checking/Savings/Certificate Of Deposit

Account #2

Checking/Savings/Certificate of Deposit

Account #3

Checking/Savings/Certificate of Deposit

Name

Day Time Phone Number

Address

City, State

Zip