

To: _____
financial institution

address

city state zip

Re: Account Closing Letter

To whom it may concern,

This letter is to notify you that I will be closing the following accounts effective immediately. Please send all remaining balances (including interest earned) from these accounts to my attention at the address below.

Accounts to be closed

| Account Type (checking, savings money market, etc) | Account # |
|--|-----------|
| | |
| | |
| | |
| | |
| | |
| | |

Account Holder Information

primary account holder name phone #

address email address

city state zip

secondary account holder name phone #

address email address

city state zip

Sincerely,

Signature _____

Date _____

Signature _____

Date _____