
Date

Name

Address

City State Zip

Attn: Customer Service Department

Re: Request to close deposit account

To Whom It May Concern:

Please be advised that I have recently changed banks and will need to close my current account with your bank. My account information is as follows:

Account Number: _____

Primary Account Holder: _____

Social Security Number: _____

Please forward all remaining funds in the account to me by check to the above address. If you have any questions or need additional information please contact me at _____.

Phone Number

Sincerely,

Your Signature

Print Name