

  
**EASY Switch**  
*Request to Close Account*

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

**To Whom It May Concern:**

**I hereby request that you close the following bank account I maintain with you.**

The bank account number is: \_\_\_\_\_

The name on the account is: \_\_\_\_\_

Secondary name on the account is: \_\_\_\_\_

Any funds that need to be disbursed to bring my account to zero should be mailed by check to:

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number

Thank you for your prompt attention to this request.

Sincerely,

Primary account holder signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary account holder signature: \_\_\_\_\_ Date: \_\_\_\_\_