

## Notice to Close Account

\_\_\_\_\_

Date

\_\_\_\_\_

Financial Institution Name (Attn: Customer Services Department)

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

**Dear Sir or Madam:**

I have recently changed financial institutions and would like to close the account below immediately.

\_\_\_\_\_

Account Number

\_\_\_\_\_

Name(s) on the Account

Please forward all remaining funds to me at the following address:

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

If you have any questions, please call me at: \_\_\_\_\_

Thank you.  
Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Joint Account Holder Signature