

## Notice to Close Account

Date: \_\_\_\_\_

Financial Institution Name: (ATTN: Customer Service 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: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Joint Account Holder Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_