

Request to Close  
Bank Account



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

Old Bank Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

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

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**To Whom It May Concern:**

This letter serves as my request to close the checking account listed below. Please mail me a check for the entire balance in the account (plus any accrued interest, if applicable) to the address you have on file for this account.

Close the following account:

Checking Account Number: \_\_\_\_\_

If you have any questions or need additional information, I can be reached at  
( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_.

Sincerely,

\_\_\_\_\_  
Your Signature

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Print Your Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

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