

# Request to Close Account



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

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

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

\_\_\_\_\_

**To Whom It May Concern:**

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

The account number: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

**Thank you for your prompt attention to this request.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary Signature

\_\_\_\_\_  
Date