## Sample Bank Account Closing Letter

## Sample 1

[RE: Account Closing Letter]

[Date]

To whom it may concern,

Please request the closure of the accounts listed below. Send the remaining funds in these accounts by check to the address below. Please decline any further requests for transactions on these accounts for the process to be successful.

* Checking Account: [Account Number]
* Savings Account: [Account Number]
* Money Market Account: [Account Number]
* Other Account: [Account Number]

Please confirm in writing that the accounts have been closed.

If you have any questions, please contact me at the telephone number below.

Thank you,

[Original signature of account owner]

[Account Owner's Printed Name]

[Mailing Address]

[Phone Number]

## Sample 2

[RE: Closing my accounts]

[Account Closing Letter]

To: Bank Name.

[Address]

[City, State, Zip Code]

This letter is to inform you that I am closing my accounts at your bank. Please close the account(s) listed below and send me a check for the remaining balance.

If you have any questions about this request, please do not hesitate to contact me in writing or at the telephone number below.

Thank you for your prompt assistance.

Sincerely,

[Name]

[Authorized Signature (original signature on the account is required to authorize change)]

[Date]

[Account Information]

* Checking Account: [Account Number]
* Savings Account: [Account Number]
* Money Market Account: [Account Number]
* Other Account: [Account Number]

[Phone]

[Address]

[City, State, Zip Code]