

To: _____
financial institution

address

city state zip

Re: Account Closing Letter

To whom it may concern,

This letter is to notify you that I will be closing the following accounts effective immediately. Please send all remaining balances (including interest earned) from these accounts to my attention at the address below.

Accounts to be closed	
Account Type (checking, savings money market, etc)	Account #

Account Holder Information	
primary account holder name	phone #
address	email address
city state zip	
secondary account holder name	phone #
address	email address
city state zip	

Sincerely,

Signature _____

Date _____

Signature _____

Date _____