ACCOUNT CLUSURE NUTIFICATION LETTER				
Date				
Old Bank Name				
Old Bank Address				
Old Bank Address 2				
City/State/Zip				
REQUEST TO CLOSE ACCOUNT(S)				
I have recently changed banks. Please clos				_
balance(s). If you have any questions rega	arding this request, p	lease do not hesitat	e to contact me in writing	g or
at the telephone number provided below.	Thank you for your p	rompt assistance.		
ACCOUNT NUMBER(S)	ACCOUNT TYP	3		
	Checking	Savings	☐ Money Market	
	Checking	Savings	☐ Money Market	
	Checking	Savings	☐ Money Market	
	Checking	☐ Savings	☐ Money Market	
ACCOUNT OWNER INFORMATION AND	AUTHORIZATION	TO CLOSE ACCOU	NT(S) LISTED ABOVE	
Account Holder Name				
Co-Account Holder Name				
Address				
Address 2				
City/State/Zip				
Telephone Numbers				
Account Holder Signature				
Co-Account Holder Signature				
Co-Account noider Signature				



PLEASE NOTE: Many companies may allow you to update this information via the internet. To reduce errors you may still fill out this form and then transfer the information to the format they would rather receive. If you have questions contact us!