

# Please close my account.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bank name

\_\_\_\_\_  
Address

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

To Whom It May Concern:

Please close the account(s) noted below, mail the balance and any interest, and a confirmation of account closure to the address listed below:

## Account Number

**Checking Account** \_\_\_\_\_

**Savings Account** \_\_\_\_\_

**Money Market Account** \_\_\_\_\_

**Certificate of Deposit** \_\_\_\_\_ Maturity Date \_\_\_\_\_

Please close my CD immediately. I understand there may be penalties for withdrawing before the maturity date.

Please close my CD upon maturity.

If you have any questions regarding this request please contact me.

Sincerely,

\_\_\_\_\_  
Account Holder's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Phone Number  Day  Evening