

Form 3: Account Closing Letter

Use Form 3: Account Closing Letter to request your previous financial institution close your account(s) and give directions on how to disburse any of your remaining funds. Prior to closing those accounts, ask them if there are any fees associated with closing them. Make sure all of your checks and debits have cleared BEFORE you close your old account.

Attention: (Enter financial institution where closing account)

Name

Address

City

State

Zip Code

To Whom It May Concern,

Please accept this letter as authorization and close my account(s) listed below with your institution. Please issue a cashier's check in my name for the remaining balance(s) along with all accrued interest (if applicable).

Account Type	Account Number	Account Owner Name(s)

Please send all closing balances to: (Enter your personal information here)

Name

Address

City

State

Zip Code

Phone Number

Primary Account Owner Signature

Date

Secondary Account Owner Signature

Date