[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: REQUEST BANK TO CLOSE ACCOUNT**

Dear [CLIENT NAME],

In the name of [COMPANY], we hereby request that you close the following accounts we have at your branch:

TYPE ACCOUNT No.

[SAVINGS] [NUMBER]

[CHECKING] [NUMBER]

Please prepare a money order in the amount of the balance outstanding and send it to:

[CONTACT NAME]

[ADDRESS]

[ADDRESS2]

[CITY/COUNTRY]

[POSTAL CODE]

Thank you in advance for your anticipated partnership.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]