

AUTO PAYMENT'S LETTER



BANK NAME

ADDRESS

RE: Closing My Accounts

ATTENTION: Account Maintenance

This letter is to inform you that I am closing my accounts at your bank. Please close the following account(s) listed below and send a check for the remaining balance(s) to my address. If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

**AUTHORIZED SIGNATURE
(ORIGINAL SIGNATURE REQUIRED TO AUTHORIZE CHANGE)**

Date

ACCOUNT INFORMATION

NAME

PHONE: DAY / EVENING (CIRCLE ONE)

ADDRESS

CITY/STATE ZIP

CHECKING ACCOUNT NUMBER (S)

SAVINGS ACCOUNT NUMBER (S)

OTHER DEPOSIT ACCOUNTS