Account Holder’s Name

Account Holder’s

Current Address

Date

Financial Institution

Financial Institution

Address

RE: Account Number:

Date of Birth:

Social Security Number or Protective Password:

Mother’s Maiden Name:

Address (if different from above):

Dear Customer Service Representative:

Please furnish a written response confirming that the savings and checking account for the above-referenced account has been closed.

If further information is requested, please do not hesitate to contact me at (provide phone and e-mail). Thank you for your prompt attention to this request.

Sincerely,

(your name)