

## ACCOUNT CLOSING LETTER

### Attention: **Account Maintenance**

I would like to close my accounts at your financial. Please send a check for any remaining balance(s) to my address, all details are listed below.

Please contact me with any questions, thank you for your help.

Sincerely,



Members Community Credit Union

AUTHORIZED SIGNATURE  
(Original signature required to authorize change)

DATE

### ACCOUNT INFORMATION *Please print the following:*

MY FIRST AND LAST NAME \_\_\_\_\_

MY ADDRESS \_\_\_\_\_

CITY / STATE / ZIP \_\_\_\_\_

MY PHONE NUMBER \_\_\_\_\_

LIST OF ALL ACCOUNT NUMBERS TO CLOSE \_\_\_\_\_

SPECIAL INSTRUCTIONS OR COMMENTS \_\_\_\_\_