

Official Notice to Close Account

Financial Institution Name

Address

City/State/Zip

To Whom it May Concern:

I am in the process of transferring my financial accounts to Three Rivers Federal Credit Union. This is my official notice to close my account(s) with you. I have made sure all my checks and automatic debits have cleared before submitting this request and have made arrangements to switch my automatic debits and payroll for automatic deposit to Three Rivers. Please let me know if you require anything else from me before closing the following account(s):

Please mail a check made payable to me for the remaining balance of my account(s) to:

Three Rivers Federal Credit Union
PO Box 2573
Fort Wayne, IN 46801-2573

Name

Phone Number

Address

City/State/Zip

Signature

Date

