

Bank/Other Financial Institution Name	
Address	
City/State/Zip	Date

To Whom It May Concern:

I am transferring my account(s) to Catholic Federal Credit Union. Please consider this as an official notice to close my account with you. I understand that I will need to make certain all my checks and automatic debits have cleared before completely closing my account(s). I have already made arrangements to switch any automatic debits and automatic deposits that I have.

Please let me know if there is anything else I need to provide in order for you to close my account(s). My account number(s) and contact information are listed below:

Name
Address
Telephone
Account(s)
Account(s)
Please send a check to me at the address above.
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Signature	Date

