



# Citizens First Bank

*Banking with people.*

## CLOSE ACCOUNT

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(date)

---

(bank's name)

---

(address)

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(city)

(state)

(zip)

### To Whom It May Concern:

Please close my account \_\_\_\_\_, and send me a check  
(account number)  
for the remaining balance to the address listed below.

If you have any questions, please contact me at \_\_\_\_\_.  
(phone number)

Thank you.

Sincerely,

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(signature)

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(joint account holder signature)

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(print name)

---

(print name)

---

(address)

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(city)

(state)

(zip)