

# Sample Bank Close Out Letter

<Insert Grantee Letterhead>

To Whom it May Concern:

**Insert Grantee Name** is closing its offices in **insert city name** and is therefore requesting that the following bank accounts be closed with effect from close of business on **insert date**.

AED would recommend making this one month after the close of the project to ensure that payments are completed

Account Name	Account Number
<b>Organization name</b> / local currency	<b>Insert Account Number</b>
<b>Organization Name</b> / US \$	<b>Insert Account Number</b>

Upon closure of the above accounts, please transfer the remaining balances to **name the account to which the balance should be transferred**:

Account Name:	<b>Insert Account Name</b>
Bank Name:	<b>Insert Bank Name</b>
Account Number:	<b>Insert Account Number</b>
Swift Number:	<b>Insert Swift Number</b>
ABA Number:	<b>Insert ABA Number</b>
Account Representative:	<b>Insert Account Representative</b>

If you need to follow-up with any individual at our organization regarding these accounts, please contact insert **contact name** at **insert contact phone and email address**.

Could you please confirm receipt of this letter via your signature on the line indicated below? Thank you.

With Warm Regards,

Signature of the authorized signatory on the account

Title

Signature of Receiver: \_\_\_\_\_

Printed Name of Receiver: \_\_\_\_\_

Date: \_\_\_\_\_

