

ATTN: Customer Service

To Whom It May Concern:

I hereby authorize the closure of my account effective \_\_\_\_\_.

My account information is as follows:

Account Number: \_\_\_\_\_

Please transfer any remaining balance via check or electronically\* to **Beverly Bank**:

By Check:                      Operations Department  
   Beverly Bank  
   254 Cabot Street  
   Beverly, MA 01p15

Electronically:                Beverly Bank  
Routing Number:              211372145  
Account Number:              \_\_\_\_\_

Please contact me at tel. \_\_\_\_\_ with any questions or concerns.

If this letter is not sufficient to have my account closed, please contact me and/or send me the necessary forms.

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

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

\*Your previous financial institution may charge a fee.