

Date: _____

To Whom It May Concern:

Please close my account(s) as described below:

Name of Account Owner

Tax Identification Number (EIN or SSN)

Account Number(s)

Account Type(s)

Please prepare a bank check for the balance of my account and

mail to:

Name

Name

Address

City State Zip

OR

to Heritage Bank, Post Office Box 3749, Norfolk VA 23514 for the benefit of:

Heritage Bank Account Holder's Name

Thank you for your prompt attention to this matter.

Sincerely

Account Holder's signature

Joint Account Holder's signature