



BOY SCOUTS OF AMERICA®
NATIONAL COUNCIL

November 7, 2018

To: Frost Bank

From: John Doe, Scout Executive

RE: Bank Account Information for Troops in XYZ Council, Boy Scouts of America

I am writing to request that the bank account in the name of XYZ Council, Boy Scouts of America Troop 0000 be closed.

Please transfer any remaining funds to:

XYZ Council, Boy Scouts of America Troop 0000
Attn: Name
Street Address
City, ST Zip
(area code) phone number

Thank you for your cooperation.

Sincerely,

<insert signature>

John Doe
Scout Executive

cc: Council President
Council Commissioner

