



Girl Scouts of the Chesapeake Bay Council, Inc.

Date: _____

Dear (Troop Leader),

We have made several unsuccessful attempts to contact you regarding your Troop bank account.

Due to lack of response we are requesting that your Girl Scout bank account be closed. Please follow the following steps **within 30 days**:

- Obtain monthly bank statement.
- Write check for the **total remaining balance of account** to close the account to:
GSCBC, Inc., Service Unit _____.
- Obtain bank statement with \$0.00 amount.
- Close the account.
- Forward all the above information to Service Unit Manager:

Name: _____

Address: _____

Phone: _____ E-mail: _____

If you need additional information, please call your Community Development Manager at:

Name: _____

Phone: _____ ext. _____ E-mail: _____

Thank you,

Service Unit Manager

