

Account Termination Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Account Manager Name],

I am writing to formally acknowledge the termination of my account with [Company Name], with account number [Account Number]. This request was received on [Request Date] and was processed on [Processing Date].

Please confirm that all data associated with my account has been removed from your system, and that no further charges will be incurred. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]