

Account Discontinuation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Account Discontinuation

I am writing to formally notify you of my decision to discontinue my account with [Company Name], effective immediately. My account number is [Account Number].

Please confirm the cancellation of my account and ensure that no further charges are applied. If there are any remaining obligations or steps required on my part, please inform me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]