

# Request for Account Deactivation

Date: [Insert Date]

To,

[Company Name]

[Company Address]

Subject: Formal Request for Account Deactivation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the deactivation of my account with [Company Name], which is registered under the email address [Your Email Address] and account number [Your Account Number].

Due to [brief reason for deactivation - e.g., personal circumstances, lack of use], I would like to proceed with the deactivation process. I kindly request you to confirm the deactivation and ensure that my personal information is handled according to your privacy policy.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]