

Account Closure Data Removal Request

To: [Company Name]

Address: [Company Address]

Date: [Insert Date]

Dear [Customer Service/Support Team],

I hope this message finds you well. I am writing to formally request the removal of all personal data associated with my account ([Account Number/Username]) upon its closure.

As per the relevant data protection regulations, I would like to ensure that all my personal information is permanently deleted from your records following the closure of my account. Please confirm that the deletion process has been initiated and provide me with any relevant details concerning this request.

If you require any further information to process this request, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email Address]

[Your Phone Number]