

Closed Account Information Removal Petition

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the removal of my closed account information from your records. My account number is [Insert Account Number], and the account was closed on [Insert Closure Date].

According to [mention relevant regulations or your rights, if applicable], I believe I have the right to request the removal of this information, as it is no longer relevant to my current status.

I kindly ask you to process this request at your earliest convenience. Please confirm in writing that my request has been fulfilled.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]