

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Removal of Personal Information for Closed Account

Dear Customer Service,

I am writing to formally request the removal of my personal information from your records in accordance with privacy laws. My account with [Company Name] was closed on [Date of Account Closure], and I would like all associated data to be deleted as per my right to privacy.

Account Information:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Email Associated with Account: [Your Email]

I kindly ask you to confirm the completion of my request and to inform me if any additional information is needed to facilitate this process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]