

# Formal Request for Closed Account Elimination

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the elimination of my closed account with [Company/Organization Name], account number [Account Number].

As per our recent communications, I understand that my account has been successfully closed, and I would like to ensure that all personal data associated with this account is permanently removed from your systems in compliance with applicable data protection regulations.

Please confirm the complete deletion of my account and any related data at your earliest convenience. If you require any further information to process this request, do not hesitate to contact me at the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]