

# Inquiry Regarding Closed Account Records

Date: [Insert Date]

To: [Name of the Institution/Company]

[Address]

[City, State, ZIP]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of removing records relating to my closed account with your institution. My account details are as follows:

**Account Holder Name:** [Your Name]

**Account Number:** [Your Account Number]

**Closing Date:** [Date of Account Closure]

As per my understanding of data protection regulations, I would like to request the removal of any associated personal information from your records, as the account has been closed for [duration of time]. I believe this will help in minimizing the storage of past data that is no longer relevant.

I would greatly appreciate your guidance on the necessary steps to facilitate this process. Please let me know if you require any further information or documentation from my side.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Email Address]

[Your Phone Number]