

Request for Deletion of Terminated Account Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the deletion of my account details associated with the account that I terminated on [Insert Termination Date]. I would like to ensure that all personal information related to my account is permanently removed from your records.

For your reference, my account details are as follows:

- Account Name: [Your Account Name]
- Email Address: [Your Email Used for Account]
- Account Number: [Your Account Number]

As per your privacy policy and my rights under applicable regulations, I kindly request that you confirm the deletion of my account and any associated personal information. Please send me a confirmation email once this request has been processed.

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

Sincerely,

[Your Name]