

Request to Erase Inactive Account

Date: [Insert Date]

To: [Company Name]

Subject: Request to Erase Inactive Account

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the erasure of my inactive account with [Company Name]. The account details are as follows:

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

Due to my inactivity and lack of usage, I have decided to have my account permanently deleted. I would appreciate your assistance in processing this request at your earliest convenience.

Please confirm once my account has been erased. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]