

Request for Expunging Closed Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the expunging of my closed account with [Company Name], account number [Account Number]. This account was closed on [Closure Date], and I believe that removing it from my record will greatly benefit my financial standing.

According to [relevant policy/regulation], I understand that I am eligible to request the expunging of accounts that have been closed for a certain period. I kindly ask that you review my request and proceed with the necessary actions to remove this closed account from my records.

Thank you for your attention to this matter. I appreciate your prompt response and assistance. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]