

# Application for Removal of Duplicate User Account

Date: [Insert Date]

To,  
[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Request for Removal of Duplicate User Account

Dear [Recipient's Name],

I am writing to request the removal of a duplicate user account that I have discovered on your platform. My primary account is registered under the email [Your Primary Email], while the duplicate account is associated with the email [Duplicate Email].

Upon realizing that I have two accounts, I believe it is in the best interest of maintaining my account history and preventing any confusion moving forward to have the duplicate account deactivated or removed.

I kindly ask you to process this request at your earliest convenience. Should you need any verification or further information, please feel free to reach me at [Your Phone Number] or [Your Email].

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

Sincerely,  
[Your Name]  
[Your Address]  
[Your City, State, Zip Code]  
[Your Phone Number]  
[Your Email]