

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Request to Merge Duplicate Accounts

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the merging of my accounts associated with your services, as I have discovered that I hold duplicate accounts under the following information:

Account 1: [Account Details]

Account 2: [Account Details]

After reviewing my records, it appears that both accounts contain similar information, and maintaining them separately is causing confusion and inconvenience. I kindly ask you to review these accounts and assist me in merging them into one comprehensive account.

If you require any further information or documentation to process this request, please do not hesitate to contact me at the provided email or phone number. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]