

Letter of Demand for Closure of Outdated Credit Account

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [DD/MM/YYYY]

Recipient Name

Company Name

Company Address

City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request the closure of my outdated credit account with your company, account number [Account Number], which has been inactive for a significant period.

Despite my attempts to clarify the status of this account, I have not received satisfactory communication from your team. Therefore, I request that my account be closed effective immediately, and any remaining balance or information regarding this account be sent to my address listed above.

If the account is not closed within [30] days from the date of this letter, I will consider taking further action.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]