

Letter of Demand for Deletion of Historic Account Balance

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally request the deletion of the historic account balance associated with my account ([Account Number or ID]) due to [brief reason, e.g., "an error in charging" or "a previous resolution"]. I believe this balance is no longer valid and continuing to hold it is not in accordance with fair practices.

As per our previous communications, [mention any prior agreements or communications]. I would appreciate your cooperation in rectifying this matter promptly.

Please confirm the deletion of the historic account balance no later than [specific deadline], or I will have to consider further actions.

Thank you for your immediate attention to this matter.

Sincerely,
[Your Name]