

# Account Closure Request

Date: [Insert Date]

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

To,  
Customer Service Department  
[Telecom Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for Account Closure - [Your Account Number]

Dear Sir/Madam,

I am writing to formally request the closure of my telecom service account with [Telecom Company Name]. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Service Type: [Specify Service(s) - e.g., Mobile, Internet]

Please consider this letter as my official request to terminate all services associated with my account. I request you to process this closure request effective immediately, and I would appreciate receiving a confirmation of the account closure at your earliest convenience.

If there are any outstanding dues or formalities to be completed, please let me know at the earliest.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]