

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Charity Organization Name]

[Charity Organization Address]

[City, State, Zip Code]

Dear [Charity Organization Name],

I am writing to formally request the closure of my charitable account with your organization. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Email associated with the account: [Your Email]

Due to [brief explanation of reason, e.g., personal circumstances, financial changes], I have decided to discontinue my contributions and therefore wish to close my account.

Please confirm the closure of my account and inform me of any final steps I need to take to ensure the process is completed.

Thank you for your understanding and support during my time as a contributor.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]