Account Closure and Data Deletion Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name Customer Service],

I am writing to formally request the closure of my account with the username/email associated with this correspondence, effective immediately. Additionally, I would like to request the deletion of all personal data associated with my account in accordance with applicable data protection regulations.

Please confirm the closure of the account and the deletion of my data at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]