

Account Closure and Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Name],

I am writing to formally request the closure of my account with [Company Name], with the account number [Account Number]. I would appreciate your assistance in processing this request at your earliest convenience.

Additionally, I would like to request a refund for the remaining balance in my account, which amounts to [Specify Amount]. Please confirm the steps I need to undertake to facilitate this refund.

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

Sincerely,

[Your Name]