

Account Closure Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear Customer Service Team,

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

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Email Address: [Your Email Address]

Please confirm the closure of my account and any final transactions that may be necessary. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]