

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request the closure of my account with [Company Name], effective immediately. My account number is [Account Number].

Unfortunately, I have experienced several issues with your service that have led to my dissatisfaction. [Briefly explain the issues you faced, e.g., poor customer support, unresolved technical problems, etc.]. Despite my efforts to resolve these concerns, I have not seen any improvements.

As a result, I have decided to close my account with your company. Please confirm the account closure and ensure that no further charges will be applied to my account.

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

Sincerely,

[Your Name]