

Account Termination Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally notify you that I would like to terminate my account with [Company Name], effective [Insert Effective Date]. This decision comes as a result of my relocation to [New Location], which prevents me from utilizing your services.

I would appreciate your assistance in processing this termination at your earliest convenience. Please confirm once my account has been closed and provide any necessary final statements.

Thank you for your understanding and support. I have enjoyed being a customer and hope to return in the future should my circumstances allow.

Sincerely,

[Your Name]