

# Account Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the termination of my account with [Company Name] due to inactivity. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

I have not used this account for an extended period and would like to proceed with the account closure. Please send me confirmation of the account termination at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]