Account Termination 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 [Company Name or Customer Service Department],

I am writing to formally request the termination of my account with [Company Name]. My account number is [Account Number]. I would like to ensure that all my personal data is removed from your records in accordance with data protection regulations.

Please confirm the account termination and let me know if there are any further steps I need to take. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]