

Account Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

This letter serves as formal notice of the immediate cancellation of my account with [Company Name], effective immediately. My account number is [Account Number].

I have decided to cancel my account for personal reasons. Please ensure that my account is closed and that no further charges are applied.

Kindly confirm the cancellation of my account and detail any final procedures or necessary actions I need to take on my part.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]