

Account Closure Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Customer Service Manager],

I am writing to formally request the closure of my account (Account Number: [Your Account Number]) due to my unsatisfactory experience with your services.

Despite my efforts to resolve the issues I've encountered, I regret to inform you that my concerns remain unaddressed. Therefore, I have decided to discontinue my association with your company.

Please confirm the closure of my account at your earliest convenience and ensure that no further charges are applied. Also, I would appreciate it if you could send me a confirmation email once my account has been closed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if mailing a hard copy)]

[Your Printed Name]