

Voluntary Account Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to formally request the termination of my account with [Company Name], effective immediately. My account number is [Account Number].

Please confirm the closure of my account and ensure that no further charges will be made. I would appreciate a written confirmation of the account termination.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending via postal mail)]

[Your Printed Name]