

Debt Account Closure Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Creditor's Name]
[Creditor's Address]
[City, State, Zip Code]

Subject: Request for Closure of Debt Account

Dear [Creditor's Name],

I am writing to request the closure of my debt account with account number [Account Number]. I want to ensure all collection efforts regarding this account are ceased and to confirm that my balance has been settled.

I appreciate your cooperation in this matter. Please send me a written confirmation of the account closure at your earliest convenience.

Thank you for your attention to this request.

Sincerely,

[Your Name]