

Debt Account Closure Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the closure of my debt account associated with account number [Your Account Number] as I have successfully completed the installment payment plan.

All payments have been made in accordance with the agreed schedule, and I have enclosed copies of the final payment documentation for your records.

Please send me a written confirmation regarding the closure of my account and the zero balance status at your earliest convenience. If any additional information is needed, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]