

Account Closure Implications

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing this letter to formally request the closure of my account with [Bank/Company Name], with the account number [Insert Account Number]. I understand that I am terminating the account earlier than the agreed period.

As per our agreement, I acknowledge the following implications of my decision:

- Early termination fees may apply as outlined in our contract.
- I understand that I may forfeit any remaining promotional benefits associated with this account.
- Closing the account may impact my credit score.
- Any pending transactions will be processed before closure.

Please let me know if there are any further steps required from my end to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt confirmation of the account closure.

Sincerely,

[Your Name]