

Account Closure Consideration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the premature closure of my account with [Company Name], associated with the account number [Account Number]. I have considered this decision carefully, and I would like to share some reasons prompting my request.

Firstly, [Explain reason 1]. Secondly, [Explain reason 2]. Finally, [Explain reason 3].

Please let me know the necessary steps to conclude this process and any potential implications regarding fees or remaining balances. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]