

Formal Account Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Account Manager's Name],

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

As of [Insert Date], please consider my account to be closed and ensure that no further charges are made to my billing information.

Thank you for your attention to this matter. I would appreciate a confirmation of my account termination.

Sincerely,

[Your Name]