

Request for Account Shutdown

Date: [Insert Date]

To: [Company Name]

Attention: Customer Service Department

Subject: Request for Account Shutdown

Dear [Customer Service Team],

I am writing to formally request the immediate shutdown of my account with the username/email address [Your Username/Email Address] due to [brief reason for shutdown, e.g., personal reasons, no longer using the service, etc.].

I kindly ask you to confirm the closure of my account and to ensure that any personal information associated with my account is removed from your records.

Thank you for your prompt attention to this matter. If you require any further information or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Full Name]

[Your Address]