

Closure Request for Digital Storage Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Team

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request the closure of my digital storage account with [Company Name], effective immediately. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Please confirm the closure of my account and any necessary actions I need to take. Additionally, I request that you send me a confirmation email once my account has been successfully closed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]