

# Request to Close Online Storage Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Customer Service Team

[Online Storage Service Provider]

[Provider's Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request the closure of my online storage service account with your company. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Email ID: [Your Email Address]
- Account ID/Username: [Your Account ID or Username]

Please proceed with the closure of my account effective immediately. Additionally, I would appreciate confirmation once the closure has been completed.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]