

Account Closure Request

Date: [Insert Date]

To,
[Bank/Investment Firm Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for Account Closure - Investment Portfolio

Dear [Recipient's Name],

I am writing to formally request the closure of my investment portfolio account with your institution, bearing the account number [Insert Account Number].

After careful consideration, I have decided to consolidate my investments and follow a different financial strategy. I kindly ask you to process this account closure request effective immediately.

Please confirm the closure of my account and provide me with a closing statement at your earliest convenience. If there are any forms or procedures I need to complete, please let me know.

Thank you for your assistance in this matter. I appreciate the services you have provided during my time as a client.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]