

Investment Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

Customer Service Department

[Bank/Investment Firm Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Closure of Investment Account

Dear Sir/Madam,

I am writing to request the closure of my investment account with the account number [Insert Account Number]. I would like to close this account effective immediately.

Please let me know if there are any specific procedures I need to follow or any forms I need to fill out to complete this closure. Furthermore, I would appreciate confirmation of the account closure and the final balance statement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]