

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Investment Firm Name]

[Investment Firm Address]

[City, State, Zip Code]

Dear [Investment Firm Manager's Name],

I am writing to formally request the closure of my investment account with your firm, account number [Your Account Number]. After careful consideration, I have decided that it is in my best interest to close this account.

Please process this request at your earliest convenience and inform me of any necessary steps or paperwork needed to complete the closure. I would appreciate receiving a confirmation once my account has been closed, along with a final statement outlining the closure status and any remaining balances.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to reach out to me.

Sincerely,

[Your Name]