

# Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request the closure of my online account with [Company Name]. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number/ID: [Your Account Number/ID]

Please consider this letter as my official request to close my account effective immediately. I would appreciate a confirmation of the account closure and any final details regarding the process.

Thank you for your assistance.

Sincerely,

[Your Name]