

Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Investment Firm's Name]

[Investment Firm's Address]

[City, State, Zip Code]

Dear [Investment Firm's Name/Account Manager],

I am writing to formally request the closure of my investment account with the following details:

Account Holder Name: [Your Account Holder Name]

Account Number: [Your Account Number]

Please process this request at your earliest convenience and confirm the closure of my account. If there are any remaining balances or necessary actions required from my side, do let me know.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hardcopy)]

[Your Printed Name]