

# Account Closure Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Credit Bureau Name]

[Credit Bureau Address]

[City, State, Zip Code]

Dear [Credit Bureau Representative],

This letter serves as confirmation that my account with [Credit Bureau Name], bearing the account number [Insert Account Number], has been successfully closed as of [Insert Closure Date].

I request that you send me a written confirmation of this closure for my records.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]