

Account Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of my account with [Company Name], effective immediately as of [Effective Date]. My account number is [Account Number].

This decision has been made after careful consideration, and I request that you proceed with the necessary steps to close my account. Please confirm that my account has been terminated and ensure that no further charges will be incurred.

Thank you for your attention to this matter. I would appreciate a written confirmation of the termination.

Sincerely,

[Your Name]