

Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

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

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Please process my request at your earliest convenience and confirm the closure of my account.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]