

Account Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the termination of my account with [Company Name], effective immediately. My account number is [Your Account Number].

Please confirm the cancellation of my account and any final statements or charges that may apply. I would appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]