

# Account Closure Request

Date: [Insert Date]

[University Name]

[Department/Office Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the closure of my university account following the completion of my studies at [University Name]. My student ID is [Your Student ID].

I completed my degree in [Your Degree] on [Graduation Date] and have fulfilled all necessary requirements. Therefore, I kindly ask you to initiate the process of closing my university account.

Thank you for your assistance in this matter. Please let me know if you require any further information or documentation.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Email Address]