

Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Office of Registrar/Administration]

[University Address]

[City, State, Zip Code]

Dear [Registrar's Name or Title],

I hope this message finds you well. I am writing to formally request the closure of my university account due to my decision to take a leave of absence for personal reasons.

My details are as follows:

Student ID: [Your Student ID]

Program: [Your Program Name]

Degree Level: [Undergraduate/Postgraduate]

As I will not be enrolled in classes during my leave of absence, I kindly ask for the closure of all associated accounts and any ongoing services linked to my student status, effective immediately.

Thank you for your assistance in this matter. If you require any further information or documentation, please feel free to contact me.

Sincerely,

[Your Name]