

Account Closure Request

Date: [Insert Date]

To: [University Name] Admissions Office

Address: [University Address]

Dear Admissions Office,

I hope this message finds you well. My name is [Your Name], and I am a student with the ID number [Your Student ID]. I am writing to formally request the closure of my university account due to a change in my educational goals.

After careful consideration, I have decided to pursue a different path that no longer aligns with the programs offered at [University Name]. As such, I would like to request the closure of my account effective immediately.

Please let me know if there are any forms or additional information you require to process this request. I appreciate your assistance and understanding in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Contact Information]