

Account Closure Request Due to Graduation

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Full Name], and I am writing to formally request the closure of my university account due to my recent graduation from [University Name] on [Graduation Date].

As I have completed all my academic requirements and have received my degree in [Your Degree], I would like to ensure that my account is closed and all personal information is securely handled.

Please let me know if there are any forms or additional information needed to facilitate this process. I appreciate your assistance and support during my time at [University Name].

Thank you very much for your attention to this matter.

Best regards,

[Your Full Name]

[Your Student ID]

[Your Contact Information]