

# Account Closure Request

**Date:** [Insert Date]

**To:** [University Name] Administration

**From:** [Your Name]

**Student ID:** [Your Student ID]

**Address:** [Your New Address]

**Email:** [Your Email]

**Phone:** [Your Phone Number]

Dear [University Name] Administration,

I am writing to formally request the closure of my university account due to my recent relocation. I have moved to [New Location] and as a result, I will no longer be able to continue my studies at [University Name].

My student ID is [Your Student ID] and I would appreciate it if you could confirm the closure of my account and any remaining processes associated with it. If there are any forms or additional actions required from my side, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]