

Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[University Name]

[Office of Student Accounts]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally request the closure of my university account due to financial reasons. My name is [Your Name] and my student ID number is [Your Student ID].

Due to unexpected financial challenges, I can no longer maintain my account with the university. I kindly ask for your assistance in processing this account closure at your earliest convenience.

Please confirm the closure of my account and let me know if there are any further steps I need to complete. Thank you for your understanding and support during this time.

Sincerely,

[Your Name]