

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date:

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 following my transfer to another institution. My name is [Your Name], and my student ID number is [Your Student ID].

As of [Transfer Date], I have officially transferred to [New University Name]. Therefore, I kindly ask that you proceed with closing my account and send any remaining balance to my personal address provided above.

Thank you for your assistance in this matter. Please confirm the closure of my account at your earliest convenience.

Sincerely,
[Your Name]
[Your Student ID]