

Subject: Request for University Account Closure

Dear [University Administrator's Name],

I hope this message finds you well. I am writing to formally request the closure of my university account associated with my student ID [Your Student ID] due to recent job commitments that necessitate my full attention.

My time at [University Name] has been invaluable, and I am grateful for the opportunities and experiences I have gained. However, my current job obligations require me to step away from my studies and related responsibilities.

I kindly ask that you process my account closure at your earliest convenience. Please let me know if any further information or actions are required from my side.

Thank you for your assistance in this matter.

Sincerely,

[Your Full Name]

[Your Contact Information]