

Account Closure Request

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am writing to formally request the closure of my university account following my departure from [University Name].

My student identification number is [Student ID]. I have completed all necessary requirements and have officially left the institution as of [Last Attendance Date]. In light of this, I kindly ask that you proceed with closing my account and any associated access.

Please confirm the closure of my account at your earliest convenience. Should you require any further information or documentation, feel free to contact me at [Your Email] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]