

# Authorization Letter for Account Shutdown

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], hereby authorize the shutdown of my account with the following details:

**Account Holder Name:** [Your Name]

**Account Number:** [Your Account Number]

**Email Address Associated with Account:** [Your Email Address]

Please take necessary actions to close my account effective immediately. I understand that I am responsible for any pending transactions prior to the shutdown.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]