

Request for Account Closure Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request the details regarding the closure of my account with [Company/Bank Name]. My account number is [Account Number].

Please provide information on the following:

- The process for closing my account.
- Any outstanding balances or fees that I should be aware of.
- Confirmation of the closure once completed.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]