

# Account Annulment Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Customer Service/Account Department],

I am writing to formally request the annulment of my account, with the account number [Insert Account Number], due to inactivity over the past [insert duration]. Despite receiving notifications, I have not utilized the account and wish to close it.

Please confirm the closure of the account and advise if any further steps are required on my part.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]