

# Account Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my account with [Company Name], associated with the email address [Your Email Address] and account number [Your Account Number].

As per the terms and conditions, I understand that I am entitled to request the termination of my account at any time. I would appreciate it if you could confirm the cancellation of my account and any final actions required on my part.

Thank you for your prompt attention to this matter. I look forward to receiving your confirmation.

Sincerely,

[Your Name]