

Account Continuation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Account Continuation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the continuation of my account with [Company Name], which is scheduled for closure on [Closure Date]. My account number is [Account Number].

Due to [brief reason for the request, e.g., unforeseen circumstances, ongoing projects, etc.], I believe it would be beneficial to maintain my account. I have enjoyed the services provided and would like to continue our association.

I would appreciate your consideration of my request and look forward to your positive response. If you need any further information to facilitate this process, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]