Heartfelt account closure letter

Subject: Request to Close Account

Dear [Recipient Name],

After a long and satisfactory relationship with [Company Name], I have decided to close my account [Account Number] due to personal reasons.

I sincerely thank your team for all the assistance and support over the years.

Please confirm the closure at your earliest convenience.

Warm regards,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/account-cancellation-letter