

# Account Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Account Termination Notice

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the termination of my account with [Company/Organization Name]. Please consider this letter as a formal notice of my intention to terminate all services and associations with your company.

Account Information:

Account Holder's Name: [Your Full Name]

Account Number: [Your Account Number]

Service/Subscription Type: [Specify the service or subscription type]

Reason for Termination:

After careful consideration and evaluation of my current financial situation and requirements, I have made the decision to terminate my account with your company. I appreciate the services I have received during my time as a customer, but my circumstances necessitate this action.

Effective Termination Date:

I request that my account be terminated effective from [desired termination date], which should be at least 30 days from the receipt of this letter. During this notice period, please ensure that my account is active and accessible so that I can make any necessary arrangements and transfer any outstanding balance or obligations.

Outstanding Balance and Refund (if applicable):

As of the effective termination date, I kindly request you to provide me with an account statement showing any outstanding balance, if applicable. In case there is an overpayment or credit remaining in my account, I request a prompt refund of the balance to the address on file.

Return of Personal Information:

I request that all my personal information and data associated with this account be securely deleted and removed from your records upon the termination of the account. Please provide written confirmation once this has been done to ensure my privacy is protected.

Contact Information:

In case you need to reach me for any further clarifications or updates regarding the termination process, you can contact me at the following details:

- Email Address: [Your Email Address]
- Phone Number: [Your Phone Number]

I would appreciate your assistance in making the account termination process as smooth as possible. I expect a written confirmation of my account termination and any actions taken to fulfill my requests within a reasonable timeframe.

Thank you for your attention to this matter. I look forward to receiving your acknowledgement and confirmation of the account termination.

Sincerely,

[Your Full Name]

[Your Signature if sending a physical letter]

Note: If you are sending this letter via email, your typed name and contact information at the end of

the email will suffice.