

Formal account cancellation letter to a bank or service provider

Subject: Request for Account Cancellation

Dear [Recipient Name],

I am writing to formally request the cancellation of my account with [Company/Bank Name], account number [Account Number], effective immediately.

Please confirm the closure of my account and provide any details regarding final statements or outstanding balances.

I appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

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