

Request to Cancel Closed Account Entry

Subject: Removal of Closed Account from Credit Report

Dear [Recipient],

I recently closed my account with your institution, account number [XXXX]. However, the account still appears on my credit report in an unfavorable manner.

I request that you update your records to reflect the account's closed status and remove it from any negative listings. I have included my closing statement as proof.

Thank you for updating this promptly.

Sincerely,

[Your Name]

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