

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Notification of Account Closure Due to Relocation

Dear [Customer Service/Recipient Name],

I am writing to formally request the closure of my account, effective [Date of Closure]. I will be relocating to a new domestic residence outside of your service area and will no longer require your services at my current address.

Account Information:

Account Name: [Full Name on Account]
Account Number: [Your Account Number]
Service Address: [Current Address being Vacated]

Please ensure that all recurring payments or automatic debits associated with this account are cancelled as of the date mentioned above. I would appreciate it if you could send a final statement and a confirmation of the account closure to my new mailing address:

[New Street Address]
[New City, State, Zip Code]

Please let me know if there are any outstanding balances that need to be settled or if there is any equipment that needs to be returned before the closure date.

Thank you for your assistance with this transition.

Sincerely,

[Your Signature]

[Your Printed Name]