

[Your Name/Business Name]
[Current Business Address]
[Phone Number]
[Email Address]

[Date]

[Merchant Services Company Name]
[Company Address]
[City, State, Zip Code]

RE: Notice of Merchant Account Cancellation

Dear Customer Service Department,

Please accept this letter as formal notification to close my merchant services account, effective [Date].

Account Information:

Merchant ID Number: [Your MID Number]
Business Name: [Your Business Name]

I am requesting this closure because I am permanently relocating my business operations internationally to [Country Name]. As a result, I will no longer require domestic processing services.

Please ensure that all recurring billing and terminal leases associated with this account are terminated. I understand that any final processing fees or outstanding balances will be deducted from my linked bank account prior to closure.

Please send a written confirmation to [Your Email Address] once the account has been officially closed and all obligations have been met.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]