

[Your Name/Authorized Signatory]

[Your Business Name]

[Business Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Merchant Service Provider Name]

[Account Closing Department]

[Provider Address]

[City, State, Zip Code]

RE: Notice of Account Closure and Termination of Services

Merchant ID Number: [Your Merchant ID Number]

To Whom It May Concern,

Please accept this letter as formal notification to close my merchant services account, effective [Date]. I am requesting the immediate termination of all processing agreements, equipment leases, and associated services tied to the account mentioned above.

This decision is a direct result of subpar service desk support. On multiple occasions, we have experienced [mention specific issues, e.g., long wait times, unresolved technical tickets, or unhelpful representatives]. Reliable support is critical to our business operations, and the current level of service no longer meets our requirements.

Please provide written confirmation within [Number] business days that this account has been closed and that no further recurring charges or annual fees will be applied. If there are any outstanding pieces of leased equipment, please provide shipping instructions or a return label immediately.

I also request a final statement showing a zero balance once the closing process is complete.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Your Printed Name]

[Your Title/Position]