

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

[Company Name]  
[Department Name, if applicable]  
[Company Address]  
[City, State, Zip Code]

Re: Account Number: [Your Account Number]

To Whom It May Concern,

Please find enclosed a check/payment in the amount of \$[Amount] as final payment for the above-referenced account. Based on my records, this payment covers the remaining balance in full.

I am requesting that this account be closed effective immediately. Please ensure that no further charges are applied to this account and that it is marked as "Closed at Customer Request" in your records and reported as such to the credit bureaus.

Please send me a written confirmation within 30 days stating that the account has a zero balance and has been successfully closed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Check #[Check Number] in the amount of \$[Amount]