

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Final Remittance and Account Termination - Account #[Account Number]

Dear [Recipient Name],

This letter serves as formal notification that I am terminating my account and all associated services with [Company Name], effective [Date].

Enclosed with this letter is a payment in the amount of \$[Amount]. This payment represents the final remittance for the remaining balance on my account. With this payment, I consider all financial obligations to [Company Name] to be fully settled and satisfied.

Please ensure that:

- The account is closed immediately upon receipt of this payment.
- No further charges are applied to this account.
- A final statement showing a zero balance is sent to my address provided above.
- Any automatic billing or direct debit authorizations are canceled.

Please confirm in writing once the account has been officially closed and the balance cleared.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]