

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name or Department]  
[Company/Bank Name]  
[Company/Bank Address]

**Subject: Request for Final Settlement and Account Closure - Account Number: [Your Account Number]**

Dear [Contact Person Name or Customer Service Team],

I am writing to formally request the closure of my account held with [Company/Bank Name], effective as of [Date].

Please provide a final statement of account showing the total outstanding balance, including any interest, fees, or penalties applicable up to the date of closure. I request a detailed breakdown of these charges for my records.

Upon receipt of the final settlement amount, I will arrange for the payment to be made. Once the payment is processed, I request that you provide:

- A formal confirmation of account closure.
- A "No Dues Certificate" or a letter stating that the account has been settled in full.
- Confirmation that any automated payments or direct debits associated with this account have been cancelled.

Please send all future correspondence and the final settlement documents to my email address at [Your Email Address] or the mailing address listed above.

Thank you for your prompt attention to this matter. I look forward to receiving the settlement details within [Number] business days.

Sincerely,

[Signature (if sending by mail)]  
[Your Printed Name]