

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

[Date]

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

Re: Notice of Account Closure  
Account Number: [Your Account Number]

Dear [Contact Person or Customer Service Department],

I am writing to formally request the immediate closure of the above-referenced account. This decision follows my recent dispute dated [Date of Dispute Letter] regarding [briefly state the reason for dispute, e.g., unauthorized charges/inaccurate reporting].

Please ensure that this account is closed and reflected as "Closed at Consumer's Request" on all credit reports. I also request a final statement showing a zero balance and written confirmation that the account has been officially closed.

I have revoked any prior authorizations for automatic debits or electronic transfers associated with this account. Please cease all further activity and do not allow any new charges to be posted.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]