

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Social Security Number]
[Your Date of Birth]

[Date]

[Creditor/Collection Agency Name]
[Attention: Billing/Legal Department]
[Address]
[City, State, Zip Code]

RE: Notice of Account Closure and Request for Credit Bureau Deletion
Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request the immediate closure of the above-referenced account. Please ensure that this account is marked as "Closed at Consumer's Request" within your internal records.

Furthermore, I am requesting a full deletion of this account's reporting history from all national credit reporting agencies (Equifax, Experian, and TransUnion). This request for deletion is based on the following: [State reason, e.g., account was paid in full, a settlement agreement was reached, or the information is inaccurate/outdated].

Please provide written confirmation within 30 days that the account has been closed and that a request for deletion has been sent to the credit bureaus. Once the deletion is processed, please ensure that no further reporting regarding this account occurs.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]