

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

[Date]

[Name of Company/Entity]
[Attn: Department Name]
[Address]
[City, State, Zip Code]

RE: Account Closure Confirmation and Cease and Desist Notice
Account Number: [Your Account Number]

To Whom It May Concern,

This letter serves as formal notification that I am closing my account with [Name of Company] effective immediately. Please ensure that all services associated with this account are terminated and any recurring billing or automatic payments are cancelled.

Furthermore, I am formally requesting that you cease and desist all further contact with me regarding this account, except for a final written confirmation that the account has been closed and has a zero balance. This request includes, but is not limited to, communication via telephone, email, physical mail, and text messages.

Please provide written confirmation within [Number, e.g., 10] business days that the account is closed and that no further charges will be applied. If you claim that any balance is still owed, please provide a detailed, itemized statement of the account history for my review.

Failure to comply with this cease and desist request may result in further legal action to protect my rights under applicable consumer protection and privacy laws.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]