

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

[Date]

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

Subject: Final Account Closure and Termination of Communication

Dear [Contact Person or Customer Service Team],

I am writing to formally request the immediate and permanent closure of my account associated with the following details:

- **Account Name:** [Account Holder Name]
- **Account Number/ID:** [Account Number]
- **Associated Email:** [Email Address]

Please ensure that all services linked to this account are terminated effective immediately. I request a final statement confirming that the account balance is zero and that no further charges will be applied.

Furthermore, I am formally requesting the termination of all future communications. Please remove my personal information, including my phone number and email address, from your marketing lists, mailing lists, and third-party databases. I do not consent to any further contact from [Company Name] or its affiliates, except for a single written confirmation that this account has been closed and my data has been handled according to my privacy rights.

Please provide written confirmation of this account closure and the cessation of communications within [Number, e.g., 7] business days.

Sincerely,

[Your Signature]

[Your Printed Name]