

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

[Date]

[Name of Recipient/Company]
[Department Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Notice of Account Closure and Cease and Desist Communication

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 consider this letter as my official notice to terminate my relationship with your organization effective [Date].

I also request that you immediately cease all communication with me regarding this account, whether via telephone, email, or postal mail, except for a final written confirmation that the account has been closed and any remaining balance has been settled.

Under the Fair Debt Collection Practices Act (FDCPA) and relevant privacy laws, I have the right to request that you stop contacting me. Please ensure that my contact information is removed from your marketing and solicitation lists as well.

Kindly send the final confirmation of closure to my address listed above within [Number] business days.

Sincerely,

[Your Signature]

[Your Printed Name]