

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

[Date]

[Company Name]
[Department Name]
[Company Address]
[City, State, Zip Code]

RE: Account Closure and Paid in Full Status

Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request the closure of the above-referenced account. Please accept this letter as my official notice to terminate the account effective immediately.

I have paid the final balance of \$[Amount] on [Date] via [Method of Payment]. According to my records, this payment brings the account balance to zero.

Please provide a written confirmation stating that:

- The account has been closed at my request.
- The account is paid in full and there is no outstanding balance.
- No further charges will be applied to this account.

Furthermore, please ensure that my credit report is updated to reflect that this account is closed and has been paid in full.

Thank you for your prompt attention to this matter. I look forward to receiving my confirmation letter within [Number of Days] business days.

Sincerely,

[Your Signature]

[Your Printed Name]