

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

[Date]

[Recipient Name or Department]
[Organization Name]
[Organization Address]

Subject: Request for Clearance and Account Closure

Dear [Recipient Name],

I am writing to formally request the closure of my account with [Organization Name], effective immediately. Please find the details of the account below:

- **Account Name:** [Full Name on Account]
- **Account Number:** [Account Number]
- **Account Type:** [e.g., Savings, Checking, Membership, etc.]

In addition to closing this account, I request a formal clearance certificate or written confirmation stating that I have no outstanding liabilities, debts, or obligations remaining with your organization. Please ensure that any automatic payments or recurring transfers linked to this account are cancelled.

If there are any remaining funds in the account, please issue a check or transfer the balance to the following account:

[Insert Bank Name and Account Number for Transfer, if applicable]

Please send the confirmation of closure and the clearance letter to my address listed above or via email at [Your Email Address].

Thank you for your prompt attention to this matter. Please let me know if there are any additional forms or steps required to complete this process.

Sincerely,

[Signature]

[Your Printed Name]