

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

[Date]

[Creditor or Bank Name]
[Department Name]
[Address]

Subject: Account Closure Request for Account #[Your Account Number]

To Whom It May Concern,

I am writing to formally request the closure of the above-referenced account. This account has been paid in full and currently carries a zero (\$0.00) balance.

Please ensure that this account is closed permanently and that no further charges, fees, or interest are applied. I also request that you update your records to reflect that the account was "Closed at Customer's Request" and report this status to all relevant credit reporting agencies.

Please send me a written confirmation letter stating that the account is closed and has a zero balance for my personal records.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]