

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

[Date]

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

Subject: Formal Notice of Obligation Fulfillment and Account Closure

Dear [Recipient Name],

I am writing to formally notify you that all financial and contractual obligations regarding account number [Your Account Number] have been fulfilled as of [Date of Final Payment/Action].

Accordingly, please proceed with the permanent closure of this account. I request that you update your records to reflect a zero balance and ensure that no further charges, fees, or interest are accrued against this account.

Furthermore, I request a written confirmation sent to my address above within [Number] business days, stating that the account is closed and that the balance is paid in full. Please also ensure that the status of this account is reported correctly to the relevant credit reporting agencies.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]