

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

[Date]

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

RE: Account Closure and Return of Funds  
Account Number: [Your Account Number]

Dear Customer Service Department,

Please accept this formal notification to close the above-referenced account effective immediately. I am requesting that no further transactions be processed against this account.

Furthermore, I am requesting a full return of the remaining credit balance currently held in the account. According to my records, the outstanding balance to be returned is \$[Amount].

Please issue a check for the remaining balance and mail it to my address listed above within [Number] business days. If this account was funded via electronic transfer, please return the funds to the original source of payment.

Please provide written confirmation once the account has been officially closed and the refund has been processed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]