

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

[Date]

[Financial Institution Name]
[Department Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Notice of Account Closure and Bankruptcy Discharge

Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request the closure of the above-referenced account. This account was included in my bankruptcy filing under Chapter [7/13], Case Number [Your Case Number].

Please be advised that I received a formal discharge from the United States Bankruptcy Court on [Date of Discharge]. Enclosed is a copy of the Discharge Order for your records.

As this debt has been legally discharged, I request that you:

- Close the account immediately.
- Update your records to reflect that the account is "Discharged in Bankruptcy" with a zero balance.
- Cease all collection activities and communication regarding this account.
- Ensure that the status is reported correctly to all credit reporting agencies.

Please provide written confirmation once the account has been closed and the records updated.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Bankruptcy Discharge Order