

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

[Date]

[Name of Debt Collection Agency/Third Party]
[Company Address]
[City, State, Zip Code]

RE: Account Number: [Your Account Number]

Dear Customer Service Department,

I am writing to formally request the closure of the above-referenced account in your records. I have been notified that this debt was sold or transferred to your agency by [Original Creditor Name].

Please provide written confirmation that this account has been closed and that the balance is now reflected as zero in your system. Additionally, if this account has been reported to any credit bureaus, I request that you update the status to show the account is closed.

Please send all future correspondence regarding the closure of this account to my address listed above.

Sincerely,

[Your Signature]
[Your Printed Name]