

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

[Date]

[Recipient Name or Department]
[Creditor Name]
[Creditor Address]

Subject: Debt Transfer and Account Closure Request - Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request the transfer of the outstanding balance on the above-referenced account to the following institution:

New Creditor Name: [New Institution Name]
New Account Number: [New Account Number]
Transfer Amount: [Total Balance or Specific Amount]

Once the transfer of funds is complete and the balance on account [Your Account Number] reaches zero, please consider this letter as my formal instruction to permanently close the account.

I request that you send a written confirmation once the balance has been transferred and the account has been closed. Please also ensure that you update my credit file to reflect that the account was closed at the consumer's request with a zero balance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]