

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

[Date]

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

Subject: Ownership Transfer and Account Closure - Account #[Account Number]

Dear [Recipient Name or Customer Service Team],

I am writing to formally request the transfer of ownership and subsequent closure of my account regarding [Asset/Service Name], effective as of [Date of Transfer].

Please transfer all rights, responsibilities, and titles associated with this account to the following individual/entity:

- **New Owner Name:** [New Owner Full Name]
- **New Owner Contact:** [New Owner Phone/Email]
- **New Owner Address:** [New Owner Address]

Upon completion of this transfer, I request that my personal profile be removed from your active records and that my specific account billing be closed. I have fulfilled all outstanding balances up to the date of this letter. Please send a written confirmation once the transfer and closure process is finalized.

If there are additional forms required to complete this process, please send them to me at [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]