

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

[Date]

[Name of Recipient/Compliance Officer]
[Financial Institution/Company Name]
[Department Name]
[Company Address]

RE: Cease and Desist Order and Notice of Account Closure
Account Number(s): [Insert Account Number(s)]

Dear [Recipient Name],

I am writing to formally demand that [Company Name] immediately cease and desist all unauthorized activities related to the aforementioned account(s). This letter serves as formal notice to close the account(s) effective immediately.

Pursuant to my rights under applicable consumer protection and banking regulations, I am instructing you to:

1. Immediately stop any further automated withdrawals, debits, or charges against this account.
2. Cease all communication regarding this account, except for written confirmation of the closure.
3. Remit the remaining balance of \$[Amount] via check to the address listed above within [Number] business days.

Please provide written confirmation once the account has been fully closed and the final balance has been disbursed. Any further attempts to access funds or maintain this account after the receipt of this letter will be considered a violation of this directive and may result in further legal action or a report to the Consumer Financial Protection Bureau (CFPB).

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]