

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

[Date]

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

RE: Notice of Legal Action Abandonment and Request for Account Closure

Account Number: [Your Account Number]

Case/Reference Number: [Reference Number, if applicable]

To Whom It May Concern,

I am writing to formally notify you that I am abandoning all current and pending legal actions, claims, or disputes against [Company Name] regarding the aforementioned account, effective immediately.

Furthermore, I request the immediate and permanent closure of my account [Account Number]. Please ensure that all services associated with this account are terminated and that no further charges are accrued.

By closing this account and abandoning these legal claims, I request a written confirmation stating that:

- The legal matter is considered resolved and closed.
- The account has been closed with a zero balance (or specify agreed settlement).
- No further legal proceedings will be initiated by either party regarding this specific matter.

Please send the confirmation of closure and abandonment to my address listed above within [Number] business days.

Sincerely,

[Your Signature]

[Your Printed Name]