

Date: [Insert Date]

To: [Recipient Name/Organization Name]

Address: [Recipient Address]

Account Number: [Insert Account Number]

Subject: NOTICE OF VOLUNTARY ACCOUNT CLOSURE AND WAIVER OF LEGAL PROCEEDINGS

Dear [Name of Contact Person or Department],

Please accept this formal notification to permanently close my account associated with the details listed above, effective as of [Insert Date].

By signing this letter, I hereby waive and release [Organization Name], including its affiliates, employees, and representatives, from any and all claims, demands, or causes of action, whether known or unknown, arising from or related to the maintenance or use of this account prior to its closure.

I confirm that:

- I am voluntarily requesting the termination of the business relationship.
- I forfeit any further right to initiate legal proceedings or arbitration regarding past account activities.
- I have cleared any outstanding balances or have enclosed the final payment of [Insert Amount] to settle the account in full.

Please provide written confirmation once the account has been officially closed and the waiver has been processed. Please send all final documentation to the following address: [Insert Your Mailing Address].

Sincerely,

[Your Printed Name]

[Your Phone Number]

[Your Email Address]