

Formal Account Dissolution Request

Date:

To: [Recipient Name or Company]

From:

Account Number:

Dear Sir/Madam,

I am writing to formally request the dissolution of my account with your institution. Please find my account details listed above. Kindly process the closure of my account at your earliest convenience and confirm the successful completion of this request.

Please feel free to contact me at should you require any further information or documentation.

Thank you for your prompt attention to this matter.

Sincerely,