

To:
(Address of company where you are closing the account)

From:
(Your name and address)

Account: (Your account number)

(Place current date here)

To whom it may concern:

My records show that the above-referenced account currently has a balance of zero. I hereby request that you close the above-referenced account immediately, and that you notify me in writing immediately upon its closure.

I further request the closure of the above-referenced account be reported to the credit bureaus as "closed at customer's request."

Take note that I do **not** grant permission to release any information pertaining to me and/or my account and/or any information your company obtains or obtained from any other party, to any other company, corporate affiliate or third party.

Further, I do **not** grant your company nor any corporate affiliate or third party permission to release any information pertaining to me and/or my account and/or any information your company obtains or obtained from any other party, to any third party for any reason.

These denials of permission shall remain in effect in perpetuity, and cannot be rescinded, waived or modified, without written permission obtained from me in writing and authorized by my own, legally notarized, signature.

I do not wish to be contacted by telephone, E-mail, in person, by private delivery, by postal mail or by any other means regarding any sales and/or savings opportunities or any other promotion(s), offers or advertising offered by you and/or any corporate affiliate or any third party.

As this account is now closed, be advised that I will **not** be responsible for any further charges made on this account.

Sincerely,

(Your signature here)