

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Broker's Name]
[Broker's Company Name]
[Broker's Address]
[City, State, Zip Code]

Subject: Request for Closure of Trading Account

Dear [Broker's Name/ Customer Service],

I hope this message finds you well. I am writing to formally request the closure of my trading account with the following details:

- ****Account Holder Name:**** [Your Name]
- ****Account Number:**** [Your Account Number]

Please initiate the closure process and confirm the settlement of any remaining balance in my account. I request that any remaining funds be transferred to my bank account [or specify other withdrawal method] as per your procedures.

I would appreciate a confirmation email once the account has been successfully closed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]