

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

Customer Service

JPMorgan Chase

[Chase Address]

[City, State, Zip Code]

Dear Customer Service,

Subject: Request for Account Closure

I am writing to request the closure of my JPMorgan Chase account. Below are the details of my account:

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

Please confirm that all outstanding transactions have cleared and that my account balance has been settled.

I would appreciate written confirmation of the account closure for my records. Should you require any further information or documentation, please feel free to contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]