

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

QuickBooks Online

[Company Address]
[City, State, ZIP Code]

Subject: Request for Account Closure

Dear QuickBooks Online Team,

I hope this message finds you well. I am writing to formally request the closure of my QuickBooks Online account. Below are the details of my account for your reference:

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

I would appreciate it if you could process this request at your earliest convenience. Please confirm once the account has been successfully closed.

Thank you for your assistance.

Sincerely,
[Your Name]