

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

QuickBooks Online Support

[QuickBooks Address]
[City, State, Zip Code]

Subject: Termination of QuickBooks Online Account

Dear QuickBooks Support,

I am writing to formally request the termination of my QuickBooks Online account, effective immediately. My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number or Email associated with the account]

Please confirm the cancellation of my account and any final charges that may apply. I appreciate your assistance in this matter.

Thank you for your prompt attention.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]