

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

Vystar Credit Union

[Branch Address or Customer Service Address]
[City, State, Zip Code]

Subject: Request for Account Closure

Dear Vystar Customer Service,

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

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

I would appreciate if you could process this request at your earliest convenience and confirm the closure of my account in writing. Please ensure that any remaining balance is sent to me via [method of your choice, e.g., check, electronic transfer].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]