

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name (Xtra.co.nz)]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign as a customer of Xtra.co.nz, effective [Last Effective Date]. This decision has not been easy, and I appreciate the services and support that I have received during my time as a customer.

Please confirm the completion of my account closure and any further steps I need to take.

Thank you for your understanding.

Sincerely,

[Your Name]