

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

Customer Service

ZFC Bank

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

Subject: Service Cancellation Request

Dear ZFC Bank Customer Service,

I hope this message finds you well. I am writing to formally request the cancellation of my [specific service, e.g., savings account, loan, credit card, etc.] with ZFC Bank, effective immediately.

My account details are as follows:

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

Please confirm the cancellation of my account and provide any necessary documentation regarding the closure. I would appreciate it if you could ensure that there are no pending charges or fees related to this cancellation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]