

Account Closure Completion Notice

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you that your account with [Company Name] has been successfully closed as per your request.

Account Details:

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

As of [Closure Date], your account has been closed and all associated services have been terminated. No further transactions will be processed under this account.

If you have any remaining balance, it has been transferred to your designated account or will be processed according to our policies.

Thank you for your time with us. If you have any questions or need further assistance, please do not hesitate to contact our customer service team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]