

Final Account Closure Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the closure of your account with us, as per your request dated [Insert Request Date]. All outstanding balances have been settled, and your account number [Insert Account Number] is officially closed.

We appreciate the time you've spent with us and thank you for being a valued customer. Should you require any further information or assistance, please do not hesitate to reach out.

Thank you once again. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]