

Account Closure Confirmation

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to confirm the closure of your account with [Bank/Institution Name], as per your request received on [Request Date]. Your account number is [Account Number].

Please be informed that all transactions have been completed, and the account balance has been settled as per your instructions. Your final statement and any remaining documents will be mailed to you shortly.

If you have any further questions or require assistance, feel free to contact us at [Contact Information].

Thank you for allowing us to serve you.

Sincerely,

[Your Name]

[Your Position]

[Bank/Institution Name]

[Contact Information]