

Account Closure Confirmation

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to confirm the closure of your account [Account Number] with us, as per your request received on [Request Date]. Your account has been officially closed as of [Closure Date].

Should you have any further questions or require assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Company Name]. We appreciate your business and hope to serve you again in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]