

Account Closure Summary

Date: [Insert Date]

Account Holder: [Insert Name]

Account Number: [Insert Account Number]

Summary of Closure

This letter serves as confirmation that your account with [Insert Bank/Company Name] has been successfully closed as of [Insert Closure Date].

Final Balance

Your final account balance at the time of closure was [Insert Final Balance].

Reason for Closure

[Insert Reason for Closure, if applicable]

Contact Information

If you have any questions regarding your account closure or would like further assistance, please contact us at [Insert Contact Information].

Thank You

Thank you for being a valued customer. We wish you the best in your future endeavors.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Bank/Company Name]