

# Account Shutdown Verification

Dear [Customer Name],

We are writing to confirm the request for the shutdown of your account with us. Your account details are as follows:

- Account Name: [Account Name]
- Account Number: [Account Number]
- Date of Request: [Request Date]

Please verify that the details above are correct. If you did not request this action, please contact our support team immediately at [Support Email] or [Support Phone Number].

If everything is accurate, please reply to this email to confirm the account shutdown.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Contact Information]