

Account Deactivation Notification

Dear [Customer Name],

We have received your request to deactivate your account. This letter serves as a confirmation of your account deactivation.

Account Information:

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

If you believe this deactivation was made in error, please contact us within 30 days at [Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Company Contact Information]