

Account Closure Confirmation Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank or Institution Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank or Institution Name],

I am writing to formally acknowledge the confirmation of account closure for my account number [Account Number]. I received your notification dated [Notification Date] and appreciate the prompt handling of this request.

Please confirm that all transactions have been settled, and no further actions are required on my part.

If there are any additional matters concerning this account closure that I should be aware of, please let me know at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]