

Acknowledgment of Account Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We acknowledge receipt of your notice regarding the termination of your account with [Company Name] effective [Effective Date]. We have initiated the termination process as per your request and will ensure that all final transactions are processed accordingly.

If you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for being a part of [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]