

Account Deactivation Acknowledgment

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

Dear [Recipient Name],

We are writing to confirm the receipt of your request for account deactivation. We acknowledge that your account, with account number [Insert Account Number], has been successfully deactivated as per your request.

Your data will be retained in compliance with our privacy policy, and you may reactivate your account within [Insert Time Frame] should you choose to do so.

If you have any further questions or require assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your time with us. We hope to serve you again in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Contact Information]