

Confirmation of Account Closure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Bank/Company Name]

[Bank Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We acknowledge the receipt of your request to close your account with us, and we hereby confirm that your account #[Account Number] has been successfully closed as of [Closure Date].

Should you have any further questions or need more assistance, please do not hesitate to contact us.

Thank you for your time with us.

Sincerely,

[Your Name]

[Your Position]

[Bank/Company Name]