

# Account Closure Acknowledgment

Date: [Insert Date]

To,

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to acknowledge the receipt of your request to close your account with [Company Name]. We confirm that your account with the number [Account Number] has been successfully closed as of [Closure Date].

Please find below the details regarding your account closure:

- Account Holder Name: [Customer Name]
- Account Number: [Account Number]
- Closure Date: [Closure Date]
- Remaining Balance: [Remaining Balance]

If you have any further questions or need assistance, please feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]