

Account Closure Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the closure of my outdated credit account with the account number [Insert Account Number]. This account was officially closed as of [Insert Closure Date].

Please ensure that all relevant records are updated to reflect this closure. I would appreciate a written confirmation of this account closure for my records.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]