

Charity Account Closure Confirmation

Date: [Insert Date]

[Your Charity Name]

[Your Charity Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

We would like to confirm the closure of your charity account with us, effective immediately. Your account number is [Account Number]. All associated funds have been designated as per your instructions.

Please ensure that any outstanding transactions or commitments have been settled. We appreciate your contributions to our cause and your commitment to [Charity's Mission].

If you have any questions or require further assistance, feel free to reach out to us.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Charity Name]