

# Account Closure Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Bank/Company Name]

[Bank/Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request the confirmation of the closure of my account with your institution. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Please confirm the closure of my account and ensure that any remaining balance is communicated to me. I would appreciate it if you could send a written acknowledgment of this closure at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]