

Account Termination Acknowledgment

Date: [Date]

Dear [Customer Name],

We acknowledge the receipt of your request to terminate your account with [Company Name]. This letter serves as confirmation that your account has been officially terminated as of [Termination Date].

Please take a moment to review the following information:

- Account Name: [Account Name]
- Account Number: [Account Number]
- Termination Date: [Termination Date]

If you have any outstanding issues or would like to provide feedback regarding your experience with us, please feel free to reach out.

Thank you for being a part of our community. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]