

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

Client Name: [Client's Name]

Client Address: [Client's Address]

City, State, Zip Code: [Client's City, State, Zip Code]

Subject: Confirmation of Account Closure

Dear [Client's Name],

We are writing to confirm that your account with [Your Company Name] has been successfully closed as per your request on [Date of Request].

If you have any remaining questions or need further assistance, please feel free to reach out to us at [Email Address] or [Phone Number].

Thank you for your time with us. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]