

Closure Request Acceptance

Dear [Recipient's Name],

We are writing to confirm the acceptance of your request for closure regarding [specific details of the request]. We appreciate your communication and are in agreement with your decision.

This closure will take effect on [date], and we will ensure that all necessary actions are taken to finalize the process. If you have any further questions or need assistance, please feel free to reach out.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization]
[Contact Information]