

Closure Request Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the verification of the closure of my account with [Company Name], account number [Account Number]. I would like to confirm that all processes have been completed satisfactorily and that my account has been successfully closed as of [Closure Date].

Please send me written confirmation of the account closure to ensure that all records are updated accordingly.

Thank you for your assistance in this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]