

# Account Closure Confirmation

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

We are writing to confirm that your request for the closure of your account with us has been processed successfully. The account number [Insert Account Number] has been officially closed as of [Insert Closure Date].

If you have any remaining balance, it has been settled according to our policies. Should you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your time with us. We appreciate your patronage.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]