

# Account Closure Confirmation Letter

Dear [Account Holder's Name],

We are writing to confirm the closure of your account with [Bank/Company Name], as per your request received on [Date of Request]. Your account number [Account Number] has been successfully closed as of [Closure Date].

Please note that any remaining balance has been [infer what has happened with the remaining balance, e.g., transferred to another account or sent via check].

If you have any further questions or require assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Email Address].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Bank/Company Name]