

Confirmation of Closing Joint Credit Account

Date: [Insert Date]

To: [Account Holder 1 Name]

[Account Holder 1 Address]

[City, State, Zip Code]

To: [Account Holder 2 Name]

[Account Holder 2 Address]

[City, State, Zip Code]

Dear [Account Holder 1 Name] and [Account Holder 2 Name],

We are writing to confirm that the joint credit account with account number [Account Number] has been successfully closed as of [Closing Date].

Please note that all outstanding balances have been paid in full, and there are no remaining charges associated with this account.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email]