

# Letter of Understanding

Date: \_\_\_\_\_

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my understanding of the implications associated with the closure of my account ([Account Number/ID]) as requested.

As I proceed with this closure, I acknowledge the following:

- All associated transactions must be settled prior to closure.
- Any remaining balance in the account will be forfeited or transferred as per the policy.
- All services linked to the account will be terminated.
- I will retain access to certain account information only until the closure is final.
- Future support or inquiries regarding this account will no longer be available after closure.

Should you require further details, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]