

Final Account Closure Details

Date: [Insert Date]

To,

[Account Holder's Name]
[Account Holder's Address]
[City, State, Zip Code]

Dear [Account Holder's Name],

We are writing to confirm the final closure of your account with us, account number [Account Number]. As requested, your account has been successfully closed as of [Closure Date]. Below are the final details regarding your account closure:

Final Account Balance

[Final Balance Amount]

Transfer Method

[Details of how the final balance has been transferred or any other disposition of funds]

Account Closure Confirmation

Your account has been closed without any pending transactions or balances. Please retain this letter for your records.

Should you have any questions or require further assistance, please feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your patronage.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]