

Account Closure Notification

Date: [Insert Date]

Dear [Customer's Name],

This is to confirm that we have received your request to close your online account with us. As per your instructions, your account will be closed effective [Insert Effective Closure Date].

If you have any remaining balances or pending transactions, please ensure they are resolved before the closure date. After the closure, you will no longer have access to your account or any associated services.

Thank you for being a valued customer. If you have any questions or require further assistance, please feel free to contact our customer support.

Sincerely,

[Your Company Name]

[Customer Support Contact Information]