

Finalization of Investment Account Closure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you regarding the finalization of the closure of my investment account with [Company Name], account number [Account Number].

As per our previous communications, I have completed all necessary steps to finalize this closure and would like to confirm the effective date of closure as [Effective Date]. Please ensure that any final transactions or balances are settled by this date.

I would appreciate a confirmation of the closure along with any final statements or documentation reflecting the closure of my account.

Thank you for your assistance throughout this process. If you have any further questions, please do not hesitate to contact me.

Sincerely,

[Your Name]