

Investment Account Closure Confirmation

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to confirm the closure of your investment account with us, account number [Account Number], as per your request dated [Request Date]. All necessary transactions have been completed as of [Closure Date].

The final balance of your account is [Final Balance], which has been [transferred to your bank account/issued by check]. Please allow [number of days] for processing.

If you have any questions or require further assistance, please feel free to contact us at [Contact Information].

Thank you for choosing [Company Name]. We hope to serve you again in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]