

Account Closure Confirmation

Date: [Insert Date]

[Your Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Account Holder 1 Name] and [Account Holder 2 Name],

We are writing to confirm the closure of your joint account with us, account number [Account Number]. This request was received on [Request Date] and has been processed successfully.

All remaining funds have been disbursed as per your instructions. Please ensure you have updated any automatic payments or direct deposits associated with this account.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for banking with us.

Sincerely,

[Your Name]

[Your Title]

[Your Bank Name]