

# Account Closure Follow-Up Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to follow up on my recent request to close my loan account with your institution. My account number is [Account Number]. I submitted my closure request on [Request Date] and would like to confirm the status of this application.

While I appreciate your assistance so far, I would like reassurance that my account closure is being processed and that any outstanding balances have been settled accordingly.

Please let me know if there are any further actions required on my part or any documentation you need to finalize this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]