

Account Closure Confirmation

Date: [Insert Date]

Dear [Customer's Name],

We hereby confirm the closure of your account with us, effective as of [Closure Date]. Your account number was [Account Number].

All remaining balances have been settled, and any outstanding transactions have been processed as per our records.

If you have any questions or need further assistance, please feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]