

Client Account Exit Process

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are writing to confirm the initiation of your account exit process as per your request dated [Insert Request Date]. We value your time with us and assure you that we will make this process as smooth as possible.

Account Closure Steps:

1. Review of all outstanding transactions.
2. Settlement of any remaining dues, if applicable.
3. Final confirmation and closure of your account.

We kindly ask you to complete the attached exit form and return it to us by [Insert Deadline]. Your feedback is essential for us to improve our services.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for being a valued client. We hope to serve you again in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Contact Information]