

Account Closure Confirmation

Dear [Client's Name],

We are writing to confirm the closure of your account with [Company Name]. As per your request, your account was successfully closed on [Date].

If you have any remaining balance, it has been processed for refund and should be credited to your designated bank account within [Timeframe].

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

Thank you for being a valued client.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]