

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Business Account Closure Confirmation

Dear [Client Name],

We are writing to confirm the closure of your business account with [Your Company Name], effective [Closure Date]. We appreciate the opportunity to have served you and thank you for your business.

All pending transactions have been processed, and your final balance is \$[Final Balance]. Please let us know if you require any additional information or assistance regarding your account.

If you have any questions, feel free to reach out to us at [Phone Number] or [Email Address]. We wish you success in your future endeavors.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]