

Termination Confirmation

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to confirm the termination of your account with [Your Company Name], effective [Termination Date]. This decision has been processed as per your request.

Please note that any outstanding balances or obligations must be settled by [Final Payment Date]. If you have any questions or require further assistance, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

We appreciate your past business and wish you all the best in your future endeavors.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]