

Line of Credit Closure Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the closure of the line of credit account number [Account Number] held in the name of [Your Name/Company Name]. As per our recent communication, this account has been officially closed as of [Closure Date].

Please let us know if you require any further information or documentation regarding this matter. Thank you for your assistance throughout our relationship.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]