

# Account Closing Statement

Date: [Insert Date]

Account Holder: [Insert Account Holder's Name]

Account Number: [Insert Account Number]

Bank Name: [Insert Bank Name]

Dear [Account Holder's Name],

We are writing to inform you that your account with us has been closed as per your request. Below is the summary of your account closure:

## Account Summary

- Total Balance at Closure: [Insert Amount]
- Last Transaction Date: [Insert Date]
- Final Transaction ID: [Insert ID]

We appreciate your business and regret any inconvenience this may have caused. If you have any questions or need assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for choosing [Insert Bank Name]. We wish you all the best with your future banking endeavors.

Sincerely,

[Insert Your Name]

[Your Job Title]

[Insert Bank Name]