

# Account Closure Notification

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you that your request to close your credit card account ending in \*\*\*\* [Last Four Digits] has been processed successfully.

Your account has been officially closed as of [Closure Date]. Please ensure that any remaining balance is settled by the due date to avoid any further charges.

Should you have any questions or require assistance regarding your account, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]