

[Custodian Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

RE: Acknowledgement of IRA Account Closure and Rollover

Dear [Client Name],

This letter serves as formal acknowledgement that we have received and processed your request to close your Individual Retirement Account (IRA) ending in [Last Four Digits of Account Number].

Pursuant to your instructions, the total balance of \$[Amount] has been liquidated and distributed for the purpose of a [Direct/Indirect] rollover to [Name of Receiving Institution or "the account holder"].

Account Closure Details:

- Date of Distribution: [Date]
- Gross Distribution Amount: \$[Amount]
- Federal Tax Withheld: \$[Amount]
- State Tax Withheld: \$[Amount]
- Net Distribution Amount: \$[Amount]

Please be advised that this transaction may be reportable to the Internal Revenue Service (IRS). You will receive Form 1099-R by January 31 of next year for your tax filing purposes. We recommend consulting with a tax professional regarding the reporting requirements for this rollover.

Your account is now marked as closed. If you have any questions regarding this final statement or require further assistance, please contact our customer service department at [Phone Number].

Thank you for the opportunity to have served your retirement needs.

Sincerely,

[Signature]  
[Name of Authorized Representative]

[Title]

[Custodian Name]