

[Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Confirmation of Closed Account Status

Dear [Customer Name],

As part of our routine internal audit procedures, we are writing to confirm the status of your account(s) with [Financial Institution Name].

Our records indicate that the following account(s) were closed on the date(s) specified below:

- **Account Number:** [Account Number 1] - **Date Closed:** [Date]
- **Account Number:** [Account Number 2] - **Date Closed:** [Date]

Current records show a balance of \$0.00 for the account(s) listed above. This letter is for verification purposes only and does not require a response unless you find a discrepancy in this information.

If the information above does not match your records, please contact our Internal Audit Department directly at [Phone Number] or [Email Address] within [Number] business days.

Thank you for your past business and for assisting us with our audit process.

Sincerely,

[Sender Name]

[Title]

Internal Audit Department

[Financial Institution Name]