

[Bank Name]  
[Department Name]  
[Bank Address]  
[City, State, Zip Code]

[Date]

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

**Subject: Audit Confirmation - Closed Account Notice**

Dear [Customer Name],

In connection with a routine audit of our records, please confirm the details regarding the closure of your bank account(s) listed below:

- **Account Type:** [e.g., Checking/Savings]
- **Account Number (Masked):** [e.g., 1234]
- **Date of Closure:** [Date]
- **Closing Balance:** \$[0.00]

Our records indicate that this account was closed at your request (or by the bank) and the remaining balance, if any, was distributed to you via [Check/Transfer/Cash].

If the information above is correct, no further action is required. If you find any discrepancies or believe this account was closed without your authorization, please contact our Audit Department directly at [Phone Number] or via email at [Email Address] within [Number] business days.

Thank you for your past business with [Bank Name].

Sincerely,

[Name/Signature]  
[Title]  
[Bank Internal Audit Department]