

[Bank Name]  
[Branch Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Confirmation of Account Closure - [Account Number]**

Dear [Customer Name],

This letter serves as official confirmation that your [Account Type, e.g., Savings/Checking] account ending in [Last 4 Digits of Account Number] has been successfully closed as of [Closure Date].

At the time of closure, the account maintained a zero balance. All outstanding checks, scheduled transfers, and automated payments associated with this account have been finalized or cancelled.

Please ensure that you destroy any remaining debit cards or unused checks related to this account to prevent unauthorized use.

We appreciate the opportunity to have served your banking needs. If you have any questions regarding this closure or if we can assist you with other financial services in the future, please contact us at [Phone Number] or visit your local branch.

Sincerely,

[Bank Representative Name]  
[Title]  
[Bank Name]