

[Company Name]
[Department]
[Address Line 1]
[City, State, Zip Code]
[Date]

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

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

Dear [Customer Name],

This letter serves as official confirmation that your account with [Company Name], ending in [Last 4 Digits of Account Number], has been closed as of [Date].

According to our records:

- The final balance was \$[Amount].
- Remaining funds have been [disbursed via check/transferred to your linked account].
- Any recurring payments or direct debits associated with this account have been cancelled.

Please ensure that you update your records and notify any third parties that may have had access to this account for automated transactions. If you possess any physical cards or unused checks associated with this account, we recommend destroying them securely.

If you did not request this closure, or if you have any questions regarding the final status of your account, please contact our customer service department at [Phone Number] or [Email Address].

Thank you for the opportunity to have served you.

Sincerely,

[Sender Name]
[Job Title]
[Company Name]