

[Company Letterhead/Logo]

[Date]

[Recipient Name]

[Authorized Representative Title]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Confirmation of Corporate Account Termination - Account No: [Account Number]

Dear [Recipient Name],

This letter serves as formal confirmation that the corporate account held by [Client Company Name] with [Your Company Name] has been officially closed, effective [Closure Date].

As per your request dated [Date of Request], we have finalized the following actions:

- Deactivation of all corporate access credentials and user permissions.
- Settlement of the final outstanding balance in the amount of [Amount].
- Discontinuation of all recurring services and billing cycles.
- [Optional: Processing of remaining fund transfers to the designated external account].

Please note that while the account is closed, certain records will be retained for a period of [Number] years to comply with legal and regulatory data retention requirements.

If you have any questions regarding this closure or require final statements for your tax records, please contact our Corporate Relations Department at [Phone Number] or via email at [Email Address].

We thank you for your past business and wish [Client Company Name] continued success.

Sincerely,

[Signature]

[Name of Sender]

[Job Title]

[Your Company Name]