

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

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

Subject: Acknowledgment of Account Closure Request

Dear [Customer Name],

We have received your formal request to close your deposit account(s) listed below:

- Account Type: [Account Type, e.g., Savings/Checking]
- Account Number: [Last 4 Digits of Account Number]

We are currently processing your request. Please be advised of the following:

- **Pending Transactions:** Ensure that all outstanding checks, automated payments, and scheduled transfers have cleared.
- **Final Balance:** Any remaining balance, including accrued interest minus applicable fees, will be sent to you via [Check/Transfer] to your address on file.
- **Access:** Your online banking access for this account will be deactivated once the closure is finalized on [Date].

The estimated time for completion is [Number] business days. You will receive a final statement once the process is complete.

If you did not authorize this request or have any questions, please contact us immediately at [Phone Number] or visit your local branch.

Thank you for banking with [Bank Name].

Sincerely,

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