

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**Subject: Confirmation of Account Closure and Final Balance**

Dear [Customer Name],

This letter serves as official confirmation that your account with [Company Name], account number [Account Number], has been successfully closed as of [Closure Date].

We have processed your final statement. Please find the details of your final balance below:

- **Closing Balance:** [Amount]
- **Status:** [Paid in Full / Refund Issued / Zero Balance]

[Optional: If a refund is due] A refund in the amount of [Refund Amount] has been issued via [Method of Refund] and should reach you within [Number] business days.

Please note that this account is now inactive, and no further transactions can be processed. We recommend that you update any automated payment settings or direct deposits that may still be linked to this account.

Thank you for the opportunity to have served you. If you have any questions regarding this closure or your final statement, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Representative]  
[Title/Department]  
[Company Name]