

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address Line 1]
[Customer Address Line 2]
[City, State, Zip Code]

Subject: Acknowledgment of Account Closure

Dear [Customer Name],

This letter is to formally acknowledge that we have received and processed your request to close your account with [Company Name].

Your account (Account Number: [Account Number]) was officially closed on [Closure Date]. We can confirm that:

- The remaining balance of [Amount] has been [refunded/transferred/settled].
- All automated payments and subscriptions associated with this account have been canceled.
- Any outstanding fees or charges have been paid in full.

Please retain this letter for your records as proof of closure. If you have any questions regarding this process or if you believe this closure was made in error, please contact our customer service department at [Phone Number] or [Email Address].

We appreciate the time you spent with us and hope to have the opportunity to serve you again in the future.

Sincerely,

[Name/Signature]
[Job Title]
[Company Name]