

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

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

Dear [Customer Name],

This letter is to formally confirm that your retail account with [Company Name] has been closed at your request, effective [Date].

Regarding your account status:

- Your final balance is \$[0.00].
- No further transactions or charges will be processed on this account.
- Any recurring payments or subscriptions linked to this account have been canceled.

Please note that you will no longer have access to [Online Portal/Member Benefits] associated with this account. We recommend that you download or print any past statements or receipts for your personal records.

If you have any questions regarding this closure or believe this has been done in error, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for your past business.

Sincerely,

[Your Name/Signature]

[Your Job Title]

[Company Name]