

[Bank Name]
[Branch Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Confirmation of Account Closure

Dear [Customer Name],

This letter is to formally confirm that your [Account Type, e.g., Checking/Savings] account ending in [Last Four Digits of Account Number] has been successfully closed as of [Date of Closure].

Regarding your account status:

- The remaining balance of \$[Amount] was [remitted to you via check / transferred to account ending in XXXX].
- All associated debit cards and checkbooks linked to this account have been deactivated.
- All recurring transfers and standing orders have been cancelled.

Please ensure that you notify any third parties who may have had your previous banking details for automatic payments or direct deposits to avoid any failed transactions.

If you have any questions or if you did not authorize this closure, please contact our customer service department immediately at [Phone Number] or visit your local branch.

Thank you for banking with [Bank Name].

Sincerely,

[Bank Representative Name]
[Title/Position]
[Bank Name]