

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

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

Subject: Confirmation of Savings Account Closure

Dear [Customer Name],

This letter is to formally confirm that your savings account ending in [Last 4 Digits of Account Number] has been closed at your request, effective [Date of Closure].

Account Details:

Account Type: Savings Account
Account Number: [Full Account Number or Masked Number]
Final Balance Disbursed: [Amount]

The remaining balance, including any accrued interest minus applicable fees, has been processed via [Method of Payment: e.g., Check, Transfer to Account XXXX, or Cash].

Please ensure that any automatic deposits or recurring withdrawals linked to this account are updated to prevent any payment failures. You should also destroy any remaining debit cards or deposit slips associated with this account.

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

Thank you for banking with [Bank Name]. We hope to serve your financial needs again in the future.

Sincerely,

[Bank Representative Name]
[Title/Department]
[Bank Name]