

[Bank Name]
[Bank Address]
[City, State, Zip Code]
[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 closed as of [Date].

As requested, the remaining balance of \$[Amount] has been [disbursed via check / transferred to your external account ending in XXXX].

Please note the following:

- Any automatic payments or direct deposits linked to this account should be redirected immediately.
- Any checks presented against this account from this date forward will be returned unpaid.
- Your final statement covering the period up to the closure date is [attached/will be sent separately].

If you have any questions regarding this closure or require further assistance, please contact our customer service department at [Phone Number] or visit your local branch.

Thank you for banking with [Bank Name].

Sincerely,

[Bank Representative Name]
[Title]
[Bank Name]