

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

Subject: Acknowledgment of Joint Account Closure

Dear [Account Holder Name 1] and [Account Holder Name 2],

This letter is to formally acknowledge the closure of your joint account held with [Bank Name].

Account Details:

Account Names: [Full Name 1] & [Full Name 2]
Account Number: [Last 4 Digits of Account Number]
Date of Closure: [Date]

We confirm that the account balance was [Zero / Distributed as per instructions] at the time of closure. All associated services, including debit cards, standing orders, and direct debits, have been deactivated.

Please ensure that you destroy any remaining checks or debit cards associated with this account. We recommend that you keep this letter for your personal financial records.

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,

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