

[Company Name]
[Department Name]
[Company 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 with [Company Name] has been closed at your request, effective as of [Date].

Account Details:

Account Number: [Account Number]
Account Type: [Type of Account]

As per your request, all services associated with this account have been deactivated. Please note the following regarding your closed account:

- Any remaining balance of [Amount] has been [refunded/transferred] to your [Bank Name/Payment Method].
- Access to your online portal and digital statements will be disabled on [Date].
- Please destroy any physical cards or materials associated with this account.

We would like to thank you for your past business. If you have any questions regarding this closure or if this request was made in error, please contact our customer support team at [Phone Number] or [Email Address].

Sincerely,

[Name of Representative]
[Title]
[Company Name]