

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Acknowledgment of Account Closure and Tax Form Issuance

Dear [Recipient Name],

This letter serves as formal acknowledgment that your account, [Account Number], was officially closed on [Date of Closure].

We also confirm that the necessary tax forms related to this account for the current fiscal year have been processed. Please find the following document(s) enclosed with this letter:

- [List Tax Form, e.g., Form 1099-INT]
- [List Tax Form, e.g., Form 1099-R]

Please retain these documents for your tax filing records. Following the closure of this account, no further transactions will be processed. Any outstanding balance at the time of closure has been disbursed via [Method of Disbursement].

If you have any questions regarding your final statement or the enclosed tax forms, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for the opportunity to have served you.

Sincerely,

[Signature]
[Printed Name]
[Job Title]