

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Account Closure - [Account Number]

Dear [Customer Name],

This letter is to formally confirm that your account [Account Number] has been closed at your request, effective [Date].

We have reviewed your records and can confirm that all outstanding balances have been fully resolved. Your account currently shows a balance of \$0.00. No further payments are required, and no additional charges will be applied.

If you had any automatic payments or direct debits linked to this account, please ensure you have updated these arrangements with the relevant providers.

Thank you for the opportunity to have served you. If you have any questions regarding this closure, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Company Name]