

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Final Remittance and Account Transfer Notice

Dear [Client Name],

This letter serves as formal notification regarding the closure of your account with [Your Company Name], effective [Date].

Enclosed with this letter, please find the final remittance of funds remaining in your account. The details of this final payment are as follows:

- **Final Balance:** \$[Amount]
- **Payment Method:** [Check/Wire Transfer/ACH]
- **Reference Number:** [Number]

As previously agreed, your account records and active services are being transferred to [Successor Firm/New Provider Name]. They will be your primary point of contact for all future inquiries starting [Date]. You can reach them at [New Provider Phone Number] or [New Provider Email].

We have completed the following actions to facilitate this transfer:

- Settled all outstanding invoices and credits.
- Transferred historical data and documentation to the new provider.
- Deactivated your access to our internal portal.

Please review the enclosed final statement. If you have any questions regarding this final remittance or the transfer process, please contact our billing department at [Phone Number] before [Closing Date].

We have appreciated the opportunity to work with you and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]