

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

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

**Subject: Confirmation of Surrendered Asset Account Closure**

Dear [Client Name],

This letter serves as formal confirmation that the surrendered asset account listed below has been officially closed in our records:

**Account Details:**

Account Number: [Account Number]  
Type of Asset: [Description of Asset]  
Date of Surrender: [Date]  
Date of Closure: [Date]

Following the voluntary surrender of the asset and the completion of all necessary processing, we confirm that there is no remaining balance or further obligation associated with this specific account. Any residual funds or proceeds from the liquidation of the asset have been applied or disbursed in accordance with the terms of our agreement.

Please retain this letter for your personal records as proof of closure. No further action is required on your part regarding this account.

If you have any questions or require additional documentation, please contact our customer service department at [Phone Number] or [Email Address].

Sincerely,

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