

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Confirmation of Account Closure - [Account Number]

Dear [Client Name],

This letter is to formally confirm that your account with [Company Name] has been closed as of [Date].

As per your request, all remaining funds in the amount of [Amount] have been [refunded/transferred] to your designated account. You will find a final statement attached to this letter for your records. Please note that you will no longer have access to our online portal or associated services.

We are sorry to see you go and would like to understand how we can improve our services. We value your feedback and invite you to participate in a brief exit survey. Your responses will remain confidential and will help us better serve our clients in the future.

You can access the survey by clicking the link below:

[Click Here to Start the Exit Survey](#)

If you have any questions regarding your final statement or the closure process, please contact our support team at [Phone Number] or [Email Address].

Thank you for the opportunity to have served you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]