

**Date:** [Insert Date]

**To:**

[Recipient Name or Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

**Subject:** Final Claim Settlement and Account Closure - Account No: [Insert Account Number]

Dear [Contact Person Name or Claims Department],

I am writing to formally acknowledge the receipt of the settlement amount of [Insert Amount] regarding claim number [Insert Claim Reference Number], which was settled on [Insert Date].

Acceptance of this payment serves as full and final settlement of all claims, disputes, and liabilities associated with the aforementioned account. I hereby request the immediate and permanent closure of my account [Insert Account Number] effective from the date of this letter.

Please ensure that:

- All recurring payments or debits associated with this account are cancelled.
- A formal "Confirmation of Closure" letter is sent to my address provided below.
- Any remaining personal data is handled in accordance with privacy regulations.

Please confirm in writing once the account has been officially closed and that no further balance is outstanding.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

**[Your Printed Name]**

[Your Phone Number]

[Your Email Address]

[Your Mailing Address]