

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Bank or Institution Name]
[Department Name]
[Address]

Subject: Request for Final Account Closure Statement

To Whom It May Concern,

I am writing to formally request a final closure statement for my account which was recently closed. Below are the account details for your reference:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Date of Closure:** [Date account was closed]

I require a formal document confirming that the account has been closed with a zero balance and that there are no outstanding liabilities or obligations remaining on the account.

Please send this statement to my mailing address listed above or via email at [Your Email Address].

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]