

Letter Confirming the Cancellation of a Savings Account

[Bank's name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

We received your letter on [enter date] requesting to cancel your saving account with us which is [enter account no]. After completing the official necessities, we are hereby notifying you that your saving account [enter account no.] has now been cancelled. After the cancellation of your saving account, you'll no more be able to receive the interest per month that you were receiving earlier. You will be able to withdraw your money by [enter date]. Find the enclosed documents for details. We also encourage you to take a look at our new services. A documents introducing the new services is also enclosed.

For any queries please contact at our toll-free number 000000. We're always happy to serve you. Thank you!

[You're Name]

[Senders Title] -Optional-