

Professional Investment Account Closure Template

Subject: Investment Account Closure and Balance Transfer Confirmation

Dear Investment Services Team,

I hereby request a closing balance confirmation for my investment account that I recently closed with your institution.

Investment Account Information:

- Account Holder: [Full Name]
- Account Number: [Investment Account Number]
- Portfolio Type: [Mutual Funds/Stocks/Bonds/Mixed]
- Closure Date: [DD/MM/YYYY]
- Final Portfolio Value: [Total Amount]
- Transfer Method: [Bank Transfer/Check/Reinvestment]

The confirmation letter should detail:

- All securities sold and their final values
- Any capital gains/losses realized
- Management fees deducted
- Final net amount transferred
- Tax implications summary

This information is crucial for my tax filing and future investment planning. Please ensure the document is prepared by a certified financial advisor and includes all necessary regulatory disclosures.

If you need any additional documentation from my end, please let me know immediately.

Thank you for managing my investments professionally during our association.

Sincerely,

[Your Full Name]

[Signature]

[Date]

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