

Official Case Closure Communication

Date:

To:

From:

Subject: Case Closure Notification

Case Reference Number:

Dear ,

We are writing to formally notify you that the above-mentioned case has been reviewed and is now officially closed. All matters pertaining to this case have been resolved to the satisfaction of all parties involved.

Should you require further information or have any subsequent inquiries, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,