

# Account Closure Notification

Dear [Customer's Name],

We are writing to inform you that your account with us, under the account number [Account Number], will be officially closed effective [Closure Date]. This decision has been made in accordance with our policy and due to [reason if applicable].

Please ensure that you have withdrawn any remaining balance in your account before the closure date. After this date, any funds in the account will be forfeited according to our terms and conditions.

If you have any questions or require assistance, feel free to reach out to our customer service at [Customer Service Contact Information]. We appreciate your understanding in this matter.

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]