

Account Closure Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your account with [Company/Institution Name], account number [Account Number], will be closed effective [Closure Date]. This decision has been made due to [reason for closure, if applicable].

We kindly ask that you withdraw any remaining balance in your account before the stated closure date. After this date, all associated services and benefits will be terminated.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Institution Name]