

# Account Closure Notification

Dear [User's Name],

We hope this message finds you well. We are writing to inform you that your account with [Company Name] has been classified as inactive due to no login activity for the past [duration].

As per our policy, accounts that remain inactive for more than [duration] are subject to closure. Your account will be officially closed on [closure date]. If you wish to keep your account active, please log in before this date.

If you have any questions or need assistance, feel free to reach out to our customer support team at [support email] or [support phone number].

Thank you for being a part of [Company Name]. We hope to see you back soon!

Best Regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Company Contact Information]