

Account Discontinuation Notice

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you that your account with us, under the name [Account Name/Number], has been identified as inactive for an extended period. As a result, we are in the process of discontinuing it effective [Insert Date].

If you wish to retain your account, please log in or contact our support team within [Insert Time Frame]. If we do not hear from you by then, we will proceed with the discontinuation process.

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Contact Information]