

# Account Termination Notice

Date: [Insert Date]

Dear [User's Name],

We hope this message finds you well. We are writing to inform you that your account with us, under the username [Insert Username or Email Address], has been deemed inactive for an extended period.

As per our policy, accounts that have not been accessed for [insert duration, e.g., "12 months"] will be terminated to maintain the security and efficiency of our platform. Therefore, we regret to inform you that your account will be terminated on [Insert Termination Date].

If you wish to retain your account, please log in before the termination date. If you have any questions or need assistance, feel free to reach out to our customer support team.

Thank you for your understanding.

Sincerely,  
[Your Company Name]  
[Contact Information]