

# Notification of Account Balance Removal

Dear [Account Holder's Name],

We hope this message finds you well. We are writing to inform you that your account with us, identified by account number [Account Number], has an obsolete balance of [Amount]. As per our policies, we will be removing this obsolete balance from our records.

This change will take effect on [Effective Date]. If you have any questions or believe this balance should not be removed, please contact our customer service team at [Customer Service Phone Number] or [Customer Service Email] before this date.

Thank you for your understanding.

Sincerely,  
[Your Company Name]  
[Your Company Address]  
[Your Company Phone Number]