

# Account Closure Notification

Date: [Insert Date]

Dear [Account Holder's Name],

We hope this message finds you well. We are writing to inform you that due to a lack of activity on your account ([Account Number]), it has been scheduled for closure.

Your account has not had any transactions for the past [Insert Duration], leading us to take this action in compliance with our company policy regarding inactive accounts.

If you believe this closure is in error or if you would like to keep your account open, please reach out to us at [Insert Contact Information] within [Insert Time Frame].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]