

Account Termination Notification

Dear [Customer Name],

We regret to inform you that your account with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to [reason for termination, e.g., violation of our terms of service, inactivity, etc.].

If you have any outstanding balances or pending transactions, please be advised that these will need to be settled before the termination date. For your reference, your account details are as follows:

- Account Number: [Account Number]
- Account Holder Name: [Account Holder Name]

If you have any questions regarding this notice or require further assistance, please do not hesitate to contact our support team at [Support Email] or [Support Phone Number].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]