

# Account Closure Notification

Date: [Insert Date]

Dear [Account Holder's Name],

We are writing to inform you that your account with us, account number [Insert Account Number], will be closed effective [Insert Closure Date].

This decision has been made for the following reason(s): [Insert Reason if applicable].

Please ensure that you withdraw any remaining balance in your account before the closure date. If you have any questions or require assistance, do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]