

Closure Notice

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that, due to [reason for closure], [Bank Name] will be ceasing banking services at [specific branch or account]. The closure will take effect on [closure date].

We understand that this may cause inconvenience, and we encourage you to take the necessary steps to transition your banking needs to another service. You can access your account until the closure date, and we advise you to withdraw any remaining funds before this date.

For any inquiries or assistance, please feel free to contact our customer service at [contact number] or visit our website at [website URL].

Thank you for your understanding and for being a valued customer of [Bank Name].

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

[Bank Address]

[Contact Information]