

# Notice of Account Termination

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that your account with [Company Name], account number [Account Number], will be terminated effective [Termination Date]. This decision has been made in accordance with our policies due to [reason for termination].

Please ensure that all outstanding transactions are cleared before the termination date. If you have any questions regarding this notice, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email Address].

We appreciate your understanding in this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]