

Account Closure Consequences Notification

Date: [Insert Date]

To: [Account Holder's Name]

[Account Holder's Address]

Dear [Account Holder's Name],

We are writing to inform you of the potential consequences related to the premature closure of your account with [Bank/Company Name]. As a valued customer, we believe it is important for you to understand the implications before proceeding with this request.

- 1. Fee Structure:** A closure fee of [Specify Amount] may be incurred if the account is closed within [Specify Time Frame] of opening.
- 2. Loss of Benefits:** Any benefits associated with the account, including [List Benefits], will be forfeited upon closure.
- 3. Impact on Credit:** Premature account closure may affect your credit score, as [Explain Briefly].
- 4. Final Settlement:** Please ensure that all pending transactions are settled before account closure to avoid complications.

We encourage you to consider these consequences carefully. If you have any questions or would like to discuss this matter further, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Bank/Company Name]