

# Notice of Early Account Closure

Date: [Insert Date]

To: [Account Holder's Name]

[Account Holder's Address]

Dear [Account Holder's Name],

We are writing to inform you that your account with [Bank/Company Name], account number [Account Number], will be closed early on [Closing Date]. This closure is in accordance with our terms of service and your recent request.

We would like to highlight a few important repercussions of this early account closure:

- **Loss of Interest:** Any potential interest accrued on your account will cease from the closure date.
- **Final Transactions:** All pending transactions must be settled prior to the closure. Any outstanding charges or fees may be deducted from your remaining balance.
- **Credit Impact:** Early closure of your account may impact your credit history and score.
- **Access to Services:** You will lose access to all account-related services and features associated with this account.

If you have any questions or require further assistance, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email]. We appreciate your understanding in this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Bank/Company Name]

[Contact Information]