

Account Closure Notification

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about the implications of your decision to close your account with us before the term completion.

Important Implications:

- **Early Closure Fee:** Please be advised that an early closure fee of [amount] will be applied to your account.
- **Loss of Benefits:** You may lose any accrued rewards or benefits associated with your account.
- **Final Settlement:** Any outstanding balance must be settled before the account can be closed.
- **Credit Impact:** Closing your account may affect your credit score in the future.

If you have any further questions or need assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Company Name]. We appreciate your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]