

Notification of Early Account Termination

Dear [Customer's Name],

We regret to inform you that your account with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to [reason for termination, e.g., violation of terms and conditions, requested closure, etc.].

Please be advised that you have until [Final Date] to settle any remaining transactions or retrieve personal data from your account.

If you have any questions or concerns regarding this matter, please do not hesitate to reach out to our support team at [support email/phone number].

We appreciate your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]