

Account Closure Notification

Date: [Insert Date]

Dear [Customer's Name],

We regret to inform you that your account with us has been closed as of [Insert Closure Date]. This action was taken due to [briefly state reason if applicable, e.g., inactivity, request by customer, etc.].

If you have any remaining funds or outstanding issues, please contact our customer service at [Insert Contact Information] to resolve any matters prior to closure.

We appreciate your patronage and hope to serve you again in the future.

Sincerely,

[Your Company Name]

[Your Company Contact Information]