

Account Closure Notification

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you that your account with [Company Name] will be closed effective [Closure Date]. This action is being taken due to [reason for closure, e.g., inactivity, request by the account holder, etc.].

If you have any questions or concerns regarding your account closure, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]