

Investment Account Closure Notification

Date: [Insert Date]

Dear [Account Holder's Name],

We are writing to inform you that your investment account with us, bearing the account number [Account Number], will be closed effective [Closure Date]. This action is being taken at your request/in line with our policies (choose one).

Please ensure that any pending transactions are completed before this date. Any remaining balance in your account will be transferred/mailed to you (choose one) within [Number of Days] days following the closure.

If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Thank you for choosing [Company Name] for your investment needs.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]