

# Account Closure Announcement

Dear [Account Holder's Name],

We are writing to inform you that your retirement account with us, Account Number: [Account Number], will be closed effective [Closure Date]. This decision has been made in accordance with your request or due to [reason].

Please ensure that any pending transactions are completed by this date. If you have any questions regarding the closure or your remaining balance, feel free to contact our customer service.

We appreciate the opportunity to have served you and wish you the best in your retirement journey.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]