

# Account Termination Notification

Dear [Recipient's Name],

We regret to inform you that your account with [Company Name] will be terminated effective [Termination Date]. This decision was made due to [brief reason for termination].

If you have any outstanding balances or issues, please settle them by the termination date to avoid further complications.

Thank you for your time with us. We appreciate your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]