

Notice of Account Discontinuation

Date: [Insert Date]

Dear [Client Name],

We hope this message finds you well. This letter is to formally inform you that, effective [Insert Effective Date], we will be discontinuing your account with us.

This decision comes as a result of [brief reason for discontinuation, e.g., policy changes, inactivity, etc.]. We sincerely appreciate your previous patronage and the trust you placed in our services.

We recommend that you withdraw any remaining funds or data from your account before the effective date. Should you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]