

Account Termination Notification

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer 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 applicable].

Please ensure that you clear any outstanding balances by the termination date. After this date, all associated data and privileges will be removed permanently.

If you have any questions or require further clarification, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]