

Account Closure Notification

Dear [Client's Name],

We are writing to inform you that your account with [Company Name] will be closed effective [Closure Date]. This decision was made due to [reason for account closure, e.g., inactivity, request by client, etc.].

Please take a moment to review the following important details:

- Outstanding Balance: [Amount]
- Final Transaction Date: [Date]
- For any pending issues, please contact our customer support at [Contact Information].

We appreciate your business and thank you for being a valued client. If you have any questions or need further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]