

Account Termination Notification

Dear [Client's Name],

We regret to inform you that your account with [Company Name] has been terminated, effective immediately as of [Date]. This decision was made due to [reason for termination].

Please be assured that any outstanding matters will be handled in accordance with our company policies. We encourage you to reach out to our customer service team at [contact information] should you have any questions or require further assistance.

Thank you for the time you spent with us, and we wish you the best in your future endeavors.

Sincerely,

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