

Client Account Closure Advisory

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We hope this message finds you well. This letter is to formally inform you of the closure of your account with [Company Name], effective [Insert Effective Date]. This action is being taken due to [reason for closure, e.g., inactivity, client request, etc.].

Please be assured that we have taken all necessary precautions to ensure that your account closure is handled smoothly. You will receive a final statement reflecting any remaining balance and confirmation of the account closure shortly.

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team at [Insert Contact Details].

Thank you for your trust and partnership with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]