

Account Termination Notice

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to formally notify you that your account with [Company Name] will be terminated effective [Effective Termination Date]. This decision has been made due to [reason for termination, if applicable].

Please ensure that you settle any outstanding balances on your account before this date. Once your account is terminated, you will no longer have access to our services.

We appreciate your past business and wish you the best in your future endeavors.

If you have any questions regarding this notice or your account, please do not hesitate to contact us at [Company Phone Number] or [Company Email].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]