

Account Closure Announcement

Dear [Client's Name],

We regret to inform you that your account with [Company Name] will be closing as of [Closure Date]. This decision comes as a result of [reason for closure, e.g., inactivity, policy changes].

Please ensure that you settle any outstanding balances before the closure date. Additionally, make sure to download any important documents or data you may need.

If you have questions or require further assistance, feel free to reach out to our customer service team at [Contact Information].

Thank you for being a valued client. We appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]