

Important Information Regarding Your Account Closure

Dear [Client Name],

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

Before we proceed with the closure, we want to ensure that you are aware of the following important information:

- **Outstanding Balance:** Please settle any remaining balance by [Final Payment Date].
- **Access to Account:** You will lose access to your account and its associated services starting from [Closure Date].
- **Withdrawal of Funds:** Ensure that any funds in your account are withdrawn prior to the closure date.
- **Contact Information:** If you have any questions or require assistance, please contact us at [Contact Information].

Thank you for your understanding and for being a valued client. We appreciate your business.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]

[Contact Information]