

Final Notice of Account Termination

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

This letter serves as a final notice regarding the termination of your account with [Company Name]. Despite our previous communications and attempts to resolve the outstanding issues, we have yet to receive a response or satisfactory resolution from your side.

Your account will be officially terminated effective [Insert Termination Date]. We advise you to settle any remaining balances by this date to avoid further action.

If you believe this notice has been sent in error or if there are any mitigating circumstances, please contact us immediately at [Company's Phone Number] or [Company's Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]