

# Account Closure Notification

Dear [Client's Name],

We are writing to inform you that your account with us, account number [Account Number], will be officially closed on [Closure Date]. This decision was made following [reason for closure, if applicable].

Please ensure that all pending transactions are completed prior to the closure date. If you have any remaining balance, it will be processed and returned to you within [time frame].

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]