

Account Closure Notification

Date: [Insert Date]

Dear [Customer's Name],

We are writing to inform you that your business account with [Company Name] will be closing effective [Closure Date]. This decision has been made based on [reason for closure, if applicable].

Please ensure that all outstanding transactions are settled by the closure date. You may also want to download any important documents from your account prior to this date.

If you have any questions or require further assistance, do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]