

Account Termination Notification

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that your account with us ([Account Number or Account Name]) has been terminated due to [reason for termination]. This decision has been made in accordance with our terms and conditions.

If you believe this termination is in error or wish to discuss this matter further, please contact our customer support team at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]