

Loan Account Deactivation Notice

Date: [Insert Date]

To,

[Borrower's Name]

[Borrower's Address]

[City, State, ZIP Code]

Dear [Borrower's Name],

We regret to inform you that your loan account with us, bearing account number [Account Number], will be deactivated effective [Deactivation Date]. This deactivation is due to [reason for deactivation].

Please ensure that all pending dues are cleared by the mentioned date. If you have any questions or concerns, feel free to contact our customer service at [Customer Service Phone Number] or email us at [Customer Service Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]