

Notice of Account Discontinuation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that, effective [effective date], we will be discontinuing our official business account with [Name of Service/Provider]. This decision has been made after careful consideration and is part of our strategic restructuring.

We appreciate your understanding and the support you have provided us throughout our partnership. Please let us know if there are any final tasks or outstanding issues that we need to address before the discontinuation.

Thank you once again for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title]

[Your Company Name]