

Account Closure Announcement

Dear [Customer's Name],

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

Please be assured that any remaining balance in your account will be refunded to you by [Refund Method] within [Time Frame].

If you have any questions or concerns, feel free to reach out to our customer service team at [Customer Service Phone Number] or [Email Address].

Thank you for being a valued customer.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]