

Account Closure Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your account with us, [Account Number or Username], will be closed due to prolonged inactivity. According to our records, there has been no activity on your account since [Last Activity Date].

Please note that if you wish to maintain your account, we encourage you to log in or contact us within [X days] of receiving this notice. If we do not hear from you, your account will be officially closed on [Closure Date].

If you have any questions or require assistance, please do not hesitate to reach out to our customer support team at [Customer Support Phone Number] or [Customer Support Email].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]