

Account Discontinuation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the discontinuation of my account ([Account Number or ID]) with [Company Name] due to its dormant status. As it has not been active for a considerable period, I believe it is best to close the account.

Please confirm the closure of my account and send any final statements or relevant documentation to my address listed above.

Thank you for your attention to this matter. I appreciate your prompt action.

Sincerely,

[Your Name]