

# Account Shutdown Notice

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your account with us, [Account Number/ID], will be scheduled for shutdown due to non-engagement.

Despite our previous attempts to reach out, we have not seen any activity on your account for [specific duration]. As per our policy, accounts that remain inactive for an extended period are subject to closure.

If you wish to retain your account, we encourage you to log in and engage with our services before [Final Shutdown Date].

If you have any questions or concerns regarding this matter, please do not hesitate to contact our support team at [Support Email/Phone Number].

Thank you for your understanding.

Sincerely,

[Your Company's Name]

[Your Title]