

Service Termination Notice

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that, as per our records, your account has been inactive for a period of [Insert Duration].

In accordance with our policy regarding inactive accounts, we regret to inform you that your service will be terminated effective [Insert Termination Date]. This decision has been made to ensure that we can provide efficient services to our active users.

If you wish to reactivate your account or if you have any questions regarding this matter, please do not hesitate to contact our customer support team at [Insert Contact Information]. We value your business and would be happy to assist you.

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]