

Account Closure Announcement

Dear [Customer's Name],

We are writing to inform you that your account with [Company Name] will be closed effective [Date]. This decision has been made due to [reason for closure, e.g., inactivity, request from the customer, etc.].

We appreciate the time you have spent with us and want to ensure that your experience has been satisfactory. Should you have any questions or require assistance, please feel free to reach out to our customer service team at [Phone Number] or [Email Address].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]