

Account Closure Notification

Date: [Insert Date]

Dear [Customer's Name],

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

Please ensure that all pending transactions are completed prior to this date, and transfer any remaining balance to your designated account.

If you have any questions or need assistance, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your past business.

Sincerely,

[Your Name]

[Your Title]

[Bank/Company Name]