

Dear [Customer's Name],

We hope this message finds you well. We want to inform you that due to [reason for account retirement], your account with us will be retired effective [retirement date].

We recommend that you take the following actions to ensure a smooth transition:

- Withdraw any remaining funds.
- Export any important data linked to your account.
- Contact our support team for assistance.

We appreciate your understanding and thank you for being a valued customer. If you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

Sincerely,

[Your Company's Name]

[Your Company's Contact Information]