

# Important Notice: Account Termination

Dear [Customer's Name],

We regret to inform you that your account with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to [Reason for Termination].

Please ensure that you have retrieved any important data or files from your account before the termination date. After this date, all data associated with your account will be permanently deleted.

If you have any questions or need assistance, please do not hesitate to contact our support team at [Support Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]