

Final Notice of Credit Card Account Closure

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Bank/Company Name]

[Bank/Company Address]

[City, State, Zip Code]

Dear [Account Holder's Name],

This letter serves as the final notice regarding the closure of your credit card account ([Account Number]) due to non-payment and failure to respond to our previous notices.

Despite our multiple communication attempts, we have not received any payment or response regarding your outstanding balance of [Outstanding Amount]. Therefore, we regret to inform you that your account will be closed effective immediately.

Please be advised that any remaining balance must be paid in full within [Payment Deadline] to avoid further action. Failure to do so may result in collections and possible legal action.

If you have any questions or believe this notice has been sent in error, please contact our customer service at [Customer Service Number].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Bank/Company Name]