

# Account Discontinuation Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that your account with [Company Name] will be discontinued effective [Effective Date]. This decision is based on [reason for discontinuation, e.g., inactivity, request by user, or other reasons].

Please ensure that you settle any outstanding balances and retrieve any necessary information stored within your account before the discontinuation date.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]