

Notice of Account Closure

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

Dear [Customer's Name],

We regret to inform you that your account with [Company Name] will be closed effective [Closing Date] due to [reason for closure].

Please ensure that all pending transactions are settled before this date. If you have any questions or require assistance, please do not hesitate to contact our customer service department at [Contact Information].

We appreciate your business and hope to serve you again in the future.

Sincerely,

[Your Name]

[Your Title]

[Company Name]