

Notification of Closure of Money Market Investment Account

Date: [Insert Date]

To,
[Account Holder's Name]
[Account Holder's Address]
[City, State, Zip Code]

Dear [Account Holder's Name],

We are writing to inform you that your Money Market Investment Account with us, bearing account number [Account Number], will be closed effective [Closure Date]. This decision was made in accordance with our policies and your request dated [Request Date].

Any remaining funds in your account will be transferred to the designated account as per your instructions. If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer. We appreciate your understanding.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Address]