

**Date:** [Insert Date]

**Subject:** Important Notice Regarding Your Account Closure

Dear [Customer Name],

As previously communicated, [Acquiring Bank Name] has successfully completed the acquisition of [Former Bank Name]. To streamline our operations and provide you with better service through our integrated platforms, we are writing to inform you that your existing account(s) listed below will be closed on **[Closing Date]**.

**Account(s) Affected:** [Insert Account Number(s)]

**What you need to do:**

- **Transfer Funds:** Please ensure all funds are moved to your new [Acquiring Bank Name] account or another financial institution before the closing date.
- **Update Direct Deposits/Payments:** Update your account information for any automatic deposits (like salary) or recurring bill payments.
- **Stop Using Checks/Cards:** Please destroy any remaining checks and debit cards associated with your old account after the closing date.

**What happens next:**

If a balance remains in your account on [Closing Date], we will issue a check for the remaining amount and mail it to your address on file. Please allow 7-10 business days for delivery.

If you have any questions or need assistance setting up your new account, please visit your local branch or call our customer service team at [Phone Number].

Thank you for your continued loyalty during this transition.

Sincerely,

[Name/Department]  
[Acquiring Bank Name]