

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: NOTICE OF ACCOUNT TERMINATION

Dear [Customer Name],

This letter serves as formal notification that [Bank Name] has elected to close your account(s) ending in [Last 4 Digits of Account Number(s)], effective [Date].

This decision has been made in accordance with the bank's internal policies and regulatory compliance requirements related to the Bank Secrecy Act (BSA) and Anti-Money Laundering (AML) standards. Under the terms of your Account Agreement, the bank reserves the right to close an account at any time.

Important Information Regarding Your Account:

- **Final Balance:** A check for the remaining balance of your account(s), minus any outstanding fees or obligations, will be mailed to your address on file within [Number] business days.
- **Automatic Transactions:** Please ensure all scheduled direct deposits and automatic withdrawals are redirected to another financial institution immediately.
- **Outstanding Items:** Ensure you stop issuing checks on this account. Any items presented for payment after the closure date will be returned unpaid.

If you have questions regarding the logistics of this closure, you may contact our Customer Service department at [Phone Number]. Please note that bank personnel are unable to discuss specific internal compliance reviews or regulatory reporting details.

Sincerely,

[Authorized Signature]

[Name of Officer]

[Title]

[Bank Name]