

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: NOTICE OF ACCOUNT CLOSURE - Account Number: [Account Number]

Dear [Customer Name],

We are writing to formally notify you that your account with [Your Company Name] will be closed effective [Date of Closure].

This decision has been made following a review of your account activity, which indicates a breach of our Terms and Conditions. Specifically, the following violation(s) occurred:

[Insert specific clause or description of the breach, e.g., Section 4.2 regarding prohibited activities / failure to provide accurate information / unauthorized use of services].

As a result of this breach, and in accordance with our right to terminate service as outlined in our agreement, the following actions will take place:

- Access to your online account will be disabled on [Date].
- Any pending transactions or services will be [cancelled/processed as per policy].
- [Insert details regarding any remaining funds, refunds, or outstanding balances].

If you have any questions regarding this notice or wish to appeal this decision, you may contact our compliance department at [Email Address/Phone Number] within [Number] days of receiving this letter.

Please ensure you download any personal data or statements you may require before the closure date, as you will no longer have access to the portal after that time.

Sincerely,

[Your Name/Department Name]
[Your Job Title]
[Your Company Name]