

[Current Date]

[Customer Full Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Account Closure - [Account Number]

Dear [Customer Name],

We are writing to inform you that we will be closing your account referenced above, effective [Closure Date].

This decision has been made because we have not received the required documentation requested in our previous communications dated [Date of First Request] and [Date of Second Request]. As stated in our previous correspondence, the submission of these documents is a mandatory requirement to maintain your account and to ensure compliance with our internal policies and regulatory obligations.

Impact on your account:

- Your account will be restricted from further transactions starting [Restriction Date].
- Any remaining balance will be sent via check to your address on file within [Number] business days after the closure date, minus any applicable fees.
- Any automated payments or direct deposits should be redirected to another financial institution immediately to avoid disruption.

If you have any questions regarding this notice or if you believe this is in error, please contact our customer service department at [Phone Number] or visit your local branch before [Deadline Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Organization Name]