

Date: [Insert Date]

To: [Account Holder Name]

Account Number: [Insert Account Number]

Address: [Insert Address]

Subject: Notice of Account Termination

Dear [Account Holder Name],

This letter is to formally notify you that [Financial Institution Name] has decided to close your account, effective [Immediate/Insert Date].

This decision was made following an internal investigation into recent activity on your account. Specifically, we have identified the following fraudulent transaction(s):

- **Date:** [Insert Date]
- **Transaction Amount:** [Insert Amount]
- **Description:** [Insert Transaction Details]

Due to a violation of our Terms of Service and our Zero Tolerance policy regarding fraudulent activity, we are exercising our right to terminate the banking relationship.

Consequences of Termination:

- Access to online banking and mobile applications has been disabled.
- Any pending transactions or scheduled payments may be canceled.
- All associated debit cards or checks are now void and should be destroyed.
- Remaining legitimate funds, if any, will be sent via check to your address on file after a hold period of [Number] days to ensure all transactions have cleared.

If you believe this action has been taken in error or if you have documentation to dispute these findings, you may submit a written appeal to our Compliance Department at [Insert Email/Address] within [Number] business days.

Sincerely,

[Your Name/Department Name]

[Financial Institution Name]

[Contact Information]