

[Date]

[Customer Full Name]

[Customer Address]

[City, State, Zip Code]

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

Dear [Customer Name],

We are writing to inform you that [Financial Institution Name] has decided to close your account(s) effective [Date]. This decision is final and has been made following a recent review of your account activity.

Our internal compliance and risk management policies require us to verify the source of funds for all significant transactions. Despite our previous request(s) for documentation dated [Date of Request], we have not received sufficient information to explain the source of funds relating to [Transaction Date/Amount/Reference]. Consequently, we are unable to maintain our banking relationship with you.

Important Information Regarding Your Account:

- **Account Access:** Your ability to deposit, withdraw, or transfer funds will be restricted as of [Date].
- **Outstanding Transactions:** Please ensure that all outstanding checks or scheduled automated payments are cleared or cancelled immediately. The bank is not responsible for any fees incurred due to returned items.
- **Remaining Balance:** A check for the remaining balance of your account, minus any applicable fees or pending holds, will be mailed to your address on file within [Number] business days after the closure date.

If you have any questions regarding the logistics of this closure, you may contact our customer service department at [Phone Number]. Please note, however, that we cannot provide further details regarding our internal security and risk assessment criteria.

Sincerely,

[Sender Name/Department]

[Financial Institution Name]