

**Date:** [Insert Date]

**To:** [Insert Business Name]

**Attention:** [Insert Contact Person Name or Legal Department]

**Address:** [Insert Business Address]

**RE: NOTICE OF ACCOUNT CLOSURE**

Dear [Insert Name],

Please be advised that [Insert Name of Financial Institution] has elected to close the following business account(s) effective [Insert Date]:

- **Account Name:** [Insert Account Name]
- **Account Number:** [Insert Account Number]

This decision has been made following a periodic review of your account activity. We have observed a high volume of transactions that do not align with the business profile or expected activity documented at the time of account opening. Despite our efforts to verify the nature of these transactions, the information provided was insufficient to meet our internal compliance and risk management requirements.

**Action Required:**

- As of [Insert Date], all banking services related to this account, including wire transfers, ACH payments, and debit card access, will be deactivated.
- Please ensure all outstanding checks and pending transactions are cleared before the closure date.
- Any remaining funds will be issued via a cashier's check mailed to the address on file, minus any applicable fees or holds.

Please update your payment instructions with your vendors and clients immediately to prevent any disruptions.

If you have any questions regarding the logistics of this closure, you may contact our customer service department at [Insert Phone Number].

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Bank Name]