

[Bank Name]  
[Department Name]  
[Bank Address]  
[City, State, Zip Code]

[Date]

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

## **RE: NOTICE OF ACCOUNT TERMINATION**

Dear [Customer Name],

Please be advised that [Bank Name] has elected to close the following commercial account(s) associated with [Business Name], effective [Date]:

- Account Number: [Account Number]
- Account Type: [Account Type]

This decision has been made following a recent internal review of account activity. Under the terms and conditions of the Commercial Account Agreement, the Bank reserves the right to terminate the banking relationship at any time.

### **Important Information Regarding Your Account:**

- **Account Access:** Effective immediately, your ability to make deposits, withdrawals, or electronic transfers has been restricted.
- **Outstanding Items:** Please stop issuing checks or pre-authorized debits against this account. Any items presented for payment after [Date] will be returned unpaid.
- **Remaining Funds:** A check for the remaining balance of your account, minus any applicable fees or outstanding obligations, will be mailed to your address on file within [Number] business days, provided there are no legal holds or pending investigations.

We recommend that you update any automatic payment arrangements or direct deposits with other financial institutions immediately to avoid disruption.

If you have questions regarding the logistics of receiving your final balance, you may contact our Commercial Support Department at [Phone Number].

Sincerely,

[Name/Signature]

[Title]

[Bank Name]