

[Financial Institution Name]
[Department Name]
[Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF ACCOUNT CLOSURE

Dear [Customer Name],

Please be advised that [Financial Institution Name] has elected to close your account(s) ending in [Last 4 Digits of Account Number(s)], effective [Date].

This decision has been made following a formal review of your account activity. We have determined that certain actions or transactions associated with your account are in violation of our internal compliance policies and the Terms and Conditions agreed upon at the time of account opening.

Impact on Services:

Effective immediately, all access to online banking, debit cards, and credit lines associated with these accounts has been restricted. Any pending transactions, scheduled transfers, or automated payments may be canceled.

Disbursement of Funds:

A check for the remaining balance of your account(s), minus any outstanding fees or obligations, will be mailed to your address on file within [Number] business days, provided there are no legal or regulatory holds on the funds.

Please ensure that you cease using any checks or cards associated with this account immediately. You are responsible for notifying any third parties regarding this closure to prevent returned item fees.

Due to the nature of this compliance-related closure, we are unable to provide further specific details regarding our internal investigation.

Sincerely,

[Name/Signature]
[Title]
[Financial Institution Name]