

Subject: Urgent: Notice of Immediate Account Closure

Dear [Customer Name],

Please be advised that your account (Account ID: [Account Number]) has been closed, effective immediately.

This decision was made following a review of your account activity, which identified specific violations of our Terms of Service and Policy Guidelines. Specifically, the following infraction(s) occurred:

[Insert Brief Description of Infraction, e.g., Unauthorized access, Fraudulent activity, Harassment]

Due to the nature of these infractions, your access to our services has been permanently revoked. Any pending transactions or active subscriptions have been cancelled.

Please note the following regarding your remaining balance or data:

- [Insert Information regarding refunds or remaining funds]
- [Insert Information regarding data retrieval or deletion]

This action is final. If you believe this closure was made in error, you may submit a formal appeal to [Department Name/Link] within [Number] days.

Regards,

[Your Name/Company Name]

[Department Name]

[Company Website]